




February 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director 

SUBJECT: March 4, 2021 Commission Meeting Agenda Packet

The PRTC Board of Commissioners will meet electronically on March 4, 2021 beginning at 7:00 p.m. A Zoom meeting invitation will be provided to all Commissioners so the link can be added directly to your calendars.

The Commission's Zoom meeting will be livestreamed over PRTC's YouTube channel, providing the public an opportunity to watch the meeting in real time. In lieu of holding public comment time during the meeting, the public will be able to submit any comments they have in writing. We will advertise the changes to the meeting in accordance with our Bylaws.

Electronic meetings in which a quorum is not physically assembled in one location are permissible when the Governor has declared a state of emergency and it is unsafe to assemble a quorum in a single location.

The March 4th meeting agenda and supporting documents should be reviewed prior to the meeting. The materials are posted at omniride.com/about/events/march-2021. Print copies will not be mailed this month to help reduce the number of staff working from the Transit Center. Commissioners who would like a printed copy can download a complete agenda packet using this link.

If you have any questions regarding the agenda or any other item in the online board meeting packet, please contact me at (703) 580-6117 or via email at bschneider@omniride.com.



AGENDA

Revised March 3, 2021

Potomac and Rappahannock Transportation Commission

Thursday, March 4, 2021 - 7:00 PM

Officers

Hon. Margaret Franklin, Chair
Prince William County

Hon. Jeanette Rishell, Vice Chair
City of Manassas Park

Hon. Pamela Sebesky, Secretary
City of Manassas

Hon. Deborah Frazier, Treasurer
Spotsylvania County

Hon. Andrea Bailey, At-Large
Prince William County

Hon. Cindy Shelton, At-Large
Stafford County

Electronic Meeting Live Streaming on [YouTube.com/PRTCTransit](https://www.youtube.com/PRTCTransit)

Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

4. APPROVAL OF AGENDA

- 4.1. APPROVAL OF AGENDA MARCH 4, 2021
[*Resolution to Approve the March 4, 2021 Agenda*](#)

5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF PRTC BOARD OF COMMISSION MEETING MINUTES -
FEBRUARY 11, 2021
[*Resolution to Approve the PRTC Commission Meeting Minutes for February 11, 2021*](#)

6. VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER'S TIME

- 6.1. [*VRE Chief Executive Officer's Report - February 2021*](#)
- 6.2. VRE Information Items
[*VRE Update - March 2021*](#)
[*Agenda, Minutes and Resolutions of the February 19, 2021 Operations Board Meeting \(Revised 3/3/21\)*](#)
[*Spending Authority Report*](#)

7. PRESENTATIONS AND INFORMATION

- 7.1. I-395/95 Commuter Choice Program - List of Eligible Projects (meeting handout)
[*Commuter Choice Program Project List*](#)

8. PUBLIC COMMENT TIME

Public comments will not be received during the meeting; however, those wanting to comment should send their name and written comments, limited to one (1) page, to CRodrigo@OmniRide.com by March 3, 2021 at 5:00 p.m.

9. EXECUTIVE DIRECTOR'S TIME

- 9.1. Follow-Up from Previous Meeting(s)
- 9.2. Executive Director's Report
- Legislative Update
 - Keolis Operational Update - Barbara Murdock, General Manager
- 9.3. *Post-COVID - Transit Agencies Must Look Beyond Ridership* # - #
By Perrin Palistrant, PRTC's Director of Planning and Operations Planning
[*Industry Article*](#)

10. ACTION ITEMS

- 10.1. ~~AUTHORIZATION TO SUBMIT AN APPLICATION FOR CORONAVIRUS
RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021
FUNDING FOR WHEELS TO WELLNESS~~
[*Resolution to Authorize an Application for CRRSAA Grant Funding*](#)

11. CHAIR'S TIME

12. OTHER BUSINESS/COMMISSIONERS' TIME

13. ADJOURNMENT

INFORMATION ITEMS

[*January 2021 System Performance Report*](#) # - #
[*Purchasing and Delegated Authority Report*](#)
[*January 2021 Safety Dashboard*](#)
[*2021 Commission Meeting Calendar*](#)

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF REVISED AGENDA – MARCH 4, 2021

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) meets on a monthly basis and an agenda is presented to the Commission for review and approval.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the agenda of March 4, 2021, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



AGENDA

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Potomac and Rappahannock Transportation Commission

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Prince William County

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Hon. Deborah Frazier, Treasurer
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Hon. Andrea Bailey, At-Large
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Hon. Cindy Shelton, At-Large
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Electronic Meeting Live Streaming on [YouTube.com/PRTCTransit](https://www.youtube.com/PRTCTransit)

Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

1. CALL TO ORDER

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3. ATTENDANCE ROLL CALL

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- 4.1. APPROVAL OF AGENDA MARCH 4, 2021
[*Resolution to Approve the March 4, 2021 Agenda*](#)

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FEBRUARY 11, 2021
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- 6.1. [*VRE Chief Executive Officer's Report - February 2021*](#)
- 6.2. VRE Information Items
[*VRE Update - March 2021*](#)
[*Agenda, Minutes and Resolutions of the February 19, 2021 Operations Board Meeting \(Revised 3/3/21\)*](#)
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[Resolution to Authorize an Application for CRRSAA Grant Funding](#)

11. CHAIR'S TIME

12. OTHER BUSINESS/COMMISSIONERS' TIME

13. ADJOURNMENT

INFORMATION ITEMS

[January 2021 System Performance Report](#)
[Purchasing and Delegated Authority Report](#)
[January 2021 Safety Dashboard](#)
[2021 Commission Meeting Calendar](#)

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR FEBRUARY 11, 2021

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for February 11, 2021.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of February 11, 2021 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

February 11, 2021

Virtual ZOOM Meeting

Livestreamed at [YouTube.com/PRTCtransit](https://www.youtube.com/PRTCtransit)

Members Present

*Victor Angry
*Kenny Boddy
*Margaret Franklin, Chair
*Kalai Kandasamy
*Bennie Smith
*Yesli Vega
*Tinesha Allen
*Cindy Shelton, At-Large
*Pamela Sebesky, Secretary
*Jeanette Rishell, Vice Chair
*Matthew Kelly
*Deborah Frazier, Treasurer
*Gary Skinner (departed 8:47 pm)
*Elizabeth Guzman (departed 8:40 pm)
*George Barker

Members Absent

Andrea Bailey, At-Large
Jeanine Lawson
Jennifer Mitchell
Lee Carter

Alternates Present

Kim Short
Ralph Smith
Alanna Mensing
Darryl Moore
*Jennifer DeBruhl

Alternates Absent

Pete Candland
Maggie Hansford
Ann Wheeler
Meg Bohmke
Tom Coen
Preston Banks
Jason Graham
Tim McLaughlin
David Ross

Jurisdiction

Prince William County
Prince William County
Prince William County
Prince William County
Prince William County
Prince William County
Stafford County
Stafford County
City of Manassas
City of Manassas Park
City of Fredericksburg
Spotsylvania County
Spotsylvania County
Virginia House of Delegates
Virginia Senate

Prince William County
Prince William County
Department of Rail and Public Transportation
Virginia House of Delegates

Prince William County
City of Manassas
City of Manassas Park
City of Manassas Park
Department of Rail and Public Transportation

Prince William County
Prince William County
Prince William County
Stafford County
Stafford County
City of Manassas Park
City of Fredericksburg
Spotsylvania County
Spotsylvania County

*Voting Member

Arrivals/departures following the commencement of the PRTC Commission Board Meeting are notated with the approximate arrival/departure time.

Staff and Public on ZOOM

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Carl Roeser - PRTC
Becky Merriner – PRTC
Christine Rodrigo – PRTC
Betsy Massie – PRTC
Perrin Palistrant – PRTC
Joyce Embrey – PRTC
Joe Stainsby – PRTC

Bhupendra Kantha – PRTC
Barbara Murdock – Keolis
Mike Ake – Keolis
Rich Dalton – VRE
Christine Hoeffner – VRE
Mark Schofield – VRE
Steve MacIsaac - VRE
Ben Owen – NVTC
Sharon Pandak – Greehan, Taves & Pandak

Chair Franklin called the meeting to order at 7:01 p.m. noting due to the COVID-19 pandemic and pursuant to PRTC Commission Resolution No. 20-05-01 dated May 7, 2020, this meeting of the PRTC Board of Commissioners is being conducted virtually via Zoom. Public access for this meeting is being provided via livestreaming on PRTC's YouTube channel. The public was given notice on PRTC's website, Facebook, at the Transit Center, and in InsideNova and the Free Lance-Star. The Chair then read an announcement detailing procedures for the electronic meeting. Invocation and Pledge of Allegiance followed.

Approval of Agenda – 4 [RES 21-02-01]

Commissioner Angry moved to approve the agenda with a second by Commissioner Vega. There was no discussion on the motion. (ANGRY/VEGA; UNANIMOUS)

Approval of Minutes of December 3, 2020– 5 [RES 21-02-02]

Commissioner Angry moved with a second by Commissioner Vega. There was no discussion on the motion. (ANGRY/VEGA; RISHELL ABSTAINED; UNANIMOUS)

Virginia Railway Express Chief Executive Officer's Time – 6

Mr. Dalton updated the Board on the following items:

- VRE continues to operate at a reduced service level
- VRE continues to manage and enhance the health and safety measures implemented system wide in 2020. There has been a mandatory requirement for all riders to wear face coverings on VRE trains and at VRE stations since May 2020 so VRE is in full compliance with the February 1, 2021 federal mandate requiring face coverings on public transportation.
- January average daily ridership was about 1,000
- VRE did not operate service on the New Year's Day and Martin Luther King Jr. holidays. There also was no service on January 19-20 due to heightened security associated with the presidential inauguration.
- January on time performance was 92 percent system wide due to weather delays and system congestion due to freight and Amtrak trains.
- Most staff continue to work remotely, and all business functions are fully operational

Commissioner Kelly thanked Mr. Dalton for providing information on CSX tanker cars in Fredericksburg.

Authorize Closed Meeting of the Potomac and Rappahannock Transportation Commission 6.2 [RES 21-02-03]

PRTC Attorney Sharon Pandak stated that the PRTC Board will go into a closed meeting to discuss the potential acquisition of real property pursuant to VA Code § 2.2-3711.A.(3). Commissioner Rishell moved with a second by Commissioner Angry. There was no discussion on the motion. (RISHELL/ANGRY, UNANIMOUS). The closed meeting began at 7:15 p.m.

Certify Closed Meeting – 6.3 [RES 21-02-04]

At 7:46 p.m., Chair Franklin asked for a motion certifying that the PRTC Board only discussed those matters that are legally allowed during the closed session, pursuant to VA Code § 2.2-3712. Commissioner Rishell moved with a second by Commissioner Boddye. There was no discussion on the motion. (RISHELL/BODDYE, UNANIMOUS)

AUTHORIZE A BONA FIDE OFFER TO PURCHASE THE LAND AND IMPROVEMENTS LOCATED IN PRINCE WILLIAM COUNTY AT 10305 PIPER LANE (AKA 10307 – 10367 PIPER LANE), 10405 PIPER LANE AND 10236 RESIDENCY ROAD, MANASSAS, VIRGINIA 20110, AND IN THE CITY OF MANASSAS AT 10599 RESIDENCY ROAD, MANASSAS, VIRGINIA 20110, GPINs 7594-99-5687, 7594-99-5235, AND 7695-00-2208 IN PRINCE WILLIAM COUNTY, AND 092/01 00/60C IN THE CITY OF MANASSAS, CONSISTING OF 712,135 SQUARE FEET, MORE OR LESS, PURSUANT TO SECTION 25.1-204 OF THE CODE OF VIRGINIA

– [RES 21-02-05]

Ms. Pandak read a summary of the resolution and said the property is owned by Contractor Storage LLC. Commissioner Boddye moved with a second by Commissioner Angry. There was no discussion on the motion. (BODDYE/ANGRY; UNANIMOUS)

Public Comment Time – 7

No comments were submitted for this meeting.

Consent Agenda – 8 [RES 21-02-06]

Commissioner Barker moved with a second by Commissioner Rishell. There was no discussion on the motion. (BARKER/RISHELL; DEBRUHL ABSTAINED; UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Period Ended November 30, 2020 - [RES 21-02-07]**
- **Authorization to Submit FTA's FFY2021 Annual Certifications and Assurances - [RES 21-02-08]**
- **Authorization to Submit FY22 State Grant Applications - [RES 21-02-09]**
- **Authorization to Extend PRTC's Contract with Smartmaps Inc. for the Design and Production of Bus Schedules and Bus Stop Information Displays - [RES 21-02-10]**

PRTC Executive Director's Time – 9

Dr. Schneider updated the Board on the following items:

- On February 8, 2012 a report from Keolis was emailed to all Commissioners regarding a review of operator schedules, as requested.
- PRTC's enabling statute requires fidelity bonds, which are layered on top of our Officer's and Director's insurance. PRTC provides the funding for the bonds and also maintains the records for compliance. Newer Commissioners and Alternates will be asked to sign the bonds electronically through DocuSign. Staff will contact those Commissioners and Alternates directly.

Federal

- The House Committee on Transportation and Infrastructure's Budget Reconciliation includes an additional \$30 billion of COVID-19 emergency funding for public transit. This would help prevent massive labor cuts and drastic service reductions until we see growth in ridership, fare revenue, and stability in state and local tax revenue. There is no certainty for passage of this amount nor the specific amount PRTC would receive; however, considering the ongoing impact on the commuter rail and bus services, we are hopeful we have an opportunity to continue to manage resources through the recovery.
- The Executive Order mandating masks on transit with enforcement and possible civil penalties is less about our region or even our service, but instead provides teeth to transit systems in localities where the state or local government is less focused on mask-wearing as prevention.
- We're in a holding pattern on vaccines, especially for front-line employees, but OmniRide has created a webpage for PRTC and Keolis employees as well as our contracted security and cleaning companies for the fleet and facilities to stay informed about the latest guidelines, resources and vaccination

schedules. Everyone has the option to choose to be notified of vaccine availability by personal or work email or phone. This also assists Keolis in communications because they have many more employees. It's a one-stop-shop to help employees as we navigate to the next phase of recovery.

- On February 19, I will join other transit leaders in a meeting with Senator Warner to discuss the impacts of COVID-19 on our organizations. We will focus on the near term impacts for drivers, passengers and organizations, and the long-term effects commuter services. As an organization that has built itself around key issues of throughput, fare recovery, and operational efficiency with a low capital overhead, PRTC has been doubly-impacted by the pandemic because most of the aid was tied to how much capital money the agency received but didn't really directly offset fare recovery.

State

Crossover between the House & Senate occurred last Friday, and we are watching a few key items. Several amendments were approved by the Transportation sub-committees of the House Appropriations Committee and the Senate Finance and Appropriations Committee. We will track these as they move to Conference Committee later in the session. A few key items are:

- Funding included for DRPT to conduct a Transit Equity and Modernization Study. The amendment is now at the Senate Rules Committee and we expect that to find funding resources, and a link to the information will be included in the meeting summary you'll receive on February 12. <https://budget.lis.virginia.gov/amendment/2021/2/HB1800/Introduced/CA/442/2h/>
- The Senate approved amendments containing \$5 million in FY21 from federal funding to support transit incentives focused on fare and congestion reduction programs, which is where we focus, especially on I-66 and I-95. The link to the information will be included in the meeting summary you'll receive on February 12. We continue to thank Senator Barker for his aggressive support of those issues as they directly relate not just to us as an organization, but to the region as an economy and as individuals who make up our footprint as citizens. <https://budget.lis.virginia.gov/amendment/2021/2/SB1100/Introduced/CA/442/3s/>
- A language-only amendment in the Senate budget would waive the 25 percent cap on the Transit Ridership Incentive Program to allow for more funding for transit equity to support the reduction or elimination of fares due to the pandemic. <https://budget.lis.virginia.gov/amendment/2021/2/HB1800/Introduced/CA/442/1h/>

Other

- I will join a group of transit CEOs within the Virginia Transit Association umbrella to review equity within our organizations in terms of services, planning process, and community outreach. This isn't an internal scrub of agencies, but rather will look at the challenges we face in creating equity, especially in services. One example is our commuter services that have a higher rate of return on investment; we tend to invest more money there because it costs less over time, but local services that have lower ridership may not receive the same attention even though the need for trips is sometimes the same if not more. I will join with transit leaders from Richmond, Hampton Roads, and elsewhere in Virginia to help bridge the gap in our values vs. what gets funded and ultimately delivered. It's an exciting endeavor and I'm proud to be asked.
- OmniRide is a finalist for the Prince William Chamber of Commerce Award for Outstanding Business. Our emphasis on response, resiliency, and adjustments has help lead the way in the community and it's an honor to get this far. The announcement will be made on February 25. It's exciting to be recognized, but it truly is a case of an entire organization pulling the same direction that makes the difference.
- OmniRide's safety performance was stellar during our most recent storm; the entire team did a great job from Operations, Safety, Communications, and beyond.

Keolis Update

Keolis General Manager Barbara Murdock updated the Board on the following items.

- Board members should expect to receive an invitation next week to Keolis' first Town Hall meeting, which is scheduled for Sunday, February 21 at 2 p.m. The virtual informational meeting will have speakers including the PRTC Chair, PRTC Executive Director, Keolis management and Union representatives. All employees will be invited, and Keolis will solicit questions before the meeting, so anyone with a topic to add to the agenda should contact Ms. Murdock or Dr. Schneider. Hopefully all Board members will be able to attend.
- The Operations team is preparing for and monitoring the winter weather to ensure the buses are ready, lots are sanded, and safety measures are implemented for employees and riders.
- The PRTC mask-wearing protocol is being implemented. All customers are required to wear a mask, and those who aren't wearing one will be offered a mask and the policy will be explained by the driver. A refusal will prompt notification to Dispatch and Supervisors, and finally to police.
- Staff is working on the three month relocation plan for the Western Facility and also working on spring and summer run cuts and bids.

Dr. Schneider wrapped up his report by noting that tonight's materials include an industry article, *Washington Area Employers Expect Majority of Workers Back in Offices by Fall*. The article, about a survey conducted by the Greater Washington Partnership, ties into our budget discussion for projected ridership and revenue and has helped inform us about what to expect. The two-phase survey gives an indicator of large business' response of when they expect employees to return to work. It addresses not only timeframe, but also timeframe percent of workforce, by size of employer, and approximate amount of time in the office. This has generated a lot of data and good discussion.

Supervisor Vega thanked Dr. Schneider for his presentation to the Prince William Board of County Supervisors on February 9, 2021. She requested that the Commissioners receive information about the average ridership per route and how long it would take to gather that information. Dr. Schneider said the information would be sent to the Commissioners either in the meeting summary or separately next week. Staff has the ridership by route but the information that will be shared with Commissioners will also put it in context.

Chair Franklin said there was a question at the January meeting about how the runs are picked. An email was sent to all the Commissioners last week with information and she asked if there were any comments about that. Ms. Murdock said the information was submitted to Dr. Schneider and then shared with the Board members. Chair Franklin asked if Keolis had reached out to the individuals to go over how the run cuts came about. Ms. Murdock said Keolis spoke with them in December. Chair Franklin noted that Commissioner Skinner had asked questions at the January meeting and said the information could be reviewed if necessary.

Presentations and Information Items – 10

- Ben Owen, Commuter Choice Senior Program Manager at Northern Virginia Transportation Commission, presented an update on the I-395/95 Commuter Choice Program Round Two.
- Joyce Embrey, OmniRide Director of Finance & Administration, presented PRTC's proposed FY22 budget.

Commissioner Skinner asked about projections for Spotsylvania's fuel tax revenues. Ms. Embrey said Spotsylvania's fuel tax revenue was estimated at \$4,570,700 in the revised FY21 budget, but that projection was revised again during the FY22 budget process. PRTC now estimates Spotsylvania County will have fuel tax revenues of \$5,477,700 in FY21, an increase of \$907,000.

Dr. Schneider said the state initially expected fuel tax revenues to fall by 30 percent to 40 percent due to the pandemic, but that didn't happen so the projections have been updated.

In response to a question from Chair Franklin, Dr. Schneider said the budget does not include the use of reserve funds. The key is that OmniRide reduced overall service to minimize the jurisdictions' expenses and preserve as much of the fund balances as possible.

Commissioner Guzman departed at approximately 8:40 pm.

Commissioner Frazier had internet connection problems and left at approximately 8:40 pm.

PRTC Action Items – 11

Authorization to Refer PRTC's Proposed FY2022 Budget to Member Jurisdictions for Consideration and Hold Public Hearings on the Proposed FY2022 Budget and Federal Grant Applications - 11.1 - [RES 21-02-11]

Commissioner Skinner moved with a second by Commissioner Shelton. There was no discussion on the motion. (SKINNER/SHELTON; UNANIMOUS)

Commissioner Frazier returned at approximately 8:43 pm.

Dr. Schneider gave brief overviews of Action Items 11.2, 11.3, and 11.4. Chair Franklin then asked for a motion to consider all three items in a single vote.

Approve Action Items 11.2, 11.3, and 11.4 [RES 21-02-12]

Commissioner Angry moved with a second by Commissioner Rishell. There was no discussion on the motion. (ANGRY/RISHELL; UNANIMOUS)

- **Authorize the Executive Director to Issue an Invitation for Bids for Maintenance and Repair of PRTC Owned Bus Stops and Shelters [Res 21-02-13]**
- **Authorize the Executive Director to Issue an Invitation for Bids for Trash Removal Services at PRTC Maintained Bus Stops and Shelters [Res 21-02-14]**
- **Resolution to Ratify Action of the Executive Director to Provide Letters of Support for Proposed Regional Transportation Projects [Res 21-02-15]**

Chair's Time - 12

Delegating Administrative Powers and Duties to the Executive Director 12.1 – [RES 21-02-16]

Chair Franklin said the powers and duties that would be delegated to the Executive Director include things like submitting applications for external funding, executing deeds of easement for utilities, issuing IFBs and RFPs, and issuing letters of support for projects beneficial to the region's transportation infrastructure. All these activities are to be reported to the Commission. Delegating these powers will not give the Executive Director any powers that the Commission has in terms of voting on the items.

Commissioner Skinner departed at 8:47 p.m.

Dr. Schneider said 10 separate items brought before the Board over the past six months were retroactive approvals or had been delayed while waiting to receive Commission approval. All items that are handled under this delegated power will be listed out as Information Items on the monthly agenda. This will keep all the powers of the Board intact while allowing staff to move forward with items, and the Executive Director will be held accountable for those actions.

Commissioner Shelton moved with a second by Commissioner Angry. There was no discussion on the motion. (SHELTON/ANGRY; UNANIMOUS)

Chair Franklin noted that the Commission will return to its regular schedule of meeting on the first Thursday of the month starting in March.

Commissioners' Time - 13

Commissioner Boddye said he likes the direction that the proposed FY22 budget is going and the fact that we're trying to restore some of the things we couldn't last year due to COVID-19.

Commissioner Barker said 2½ weeks remain in the legislative session. The House and Senate budgets were just released. Some transportation initiatives are on the table. We're seeing good signs for restoration of ridership on some transit systems. We're also seeing tremendous benefit on passenger rail services. The Senate budget has \$250 million to increase rail service from Washington to Roanoke and extend it to Christiansburg. The operating costs between Washington and Roanoke are fully covered by fares, which is a good sign and better than in most places in the country.

Adjournment – 14

There being no further business to come before the Commission, Chair Franklin entertained a motion to adjourn. Commissioner Vega moved, with a second by Commissioner Boddye. There was no discussion. (VEGA/BODDYE; UNANIMOUS)

The meeting was adjourned at 8:55 p.m.

Virginia Railway Express (VRE) Chief Executive Officer's Time

6.1 Chief Executive Officer's Report – February 2021

6.2 VRE Information Items:

- **VRE Update – March 2021**
- **Agenda and Resolutions of the February 19, 2021 Operations Board Meeting**
- **Spending Authority Report**

CEO REPORT

FEBRUARY 2021



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



CEO REPORT | FEBRUARY 2021

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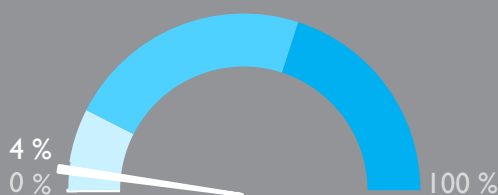
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

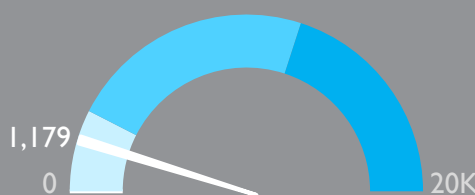


SUCCESS AT A GLANCE



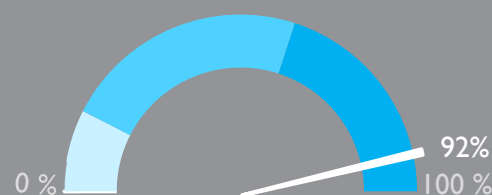
PARKING
UTILIZATION

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



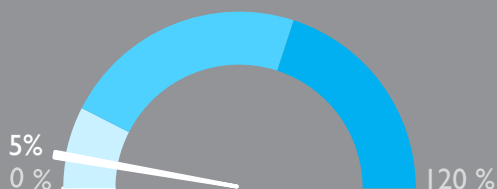
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 18,293



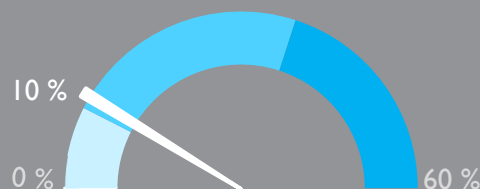
ON-TIME
PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 85%



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

Through December 2020

Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.
Board-approved goal: 52%

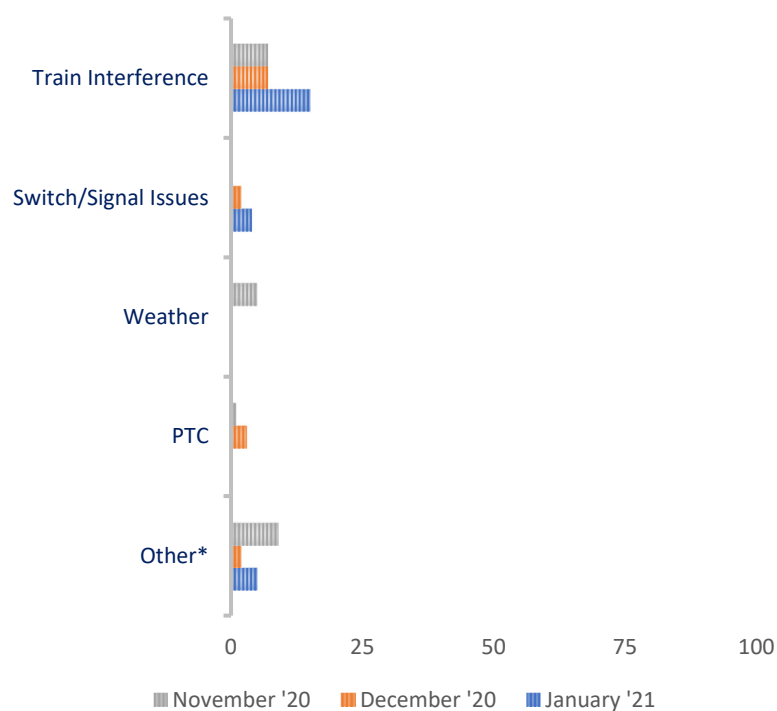
January 2021

ON-TIME PERFORMANCE

OUR RECORD

	January 2021	December 2020	January 2020
Manassas Line	90%	97%	83%
Fredericksburg Line	94%	96%	88%
Systemwide	92%	96%	85%

PRIMARY REASON FOR DELAY



VRE operated 306 trains in January. Our on-time rate for January was 92 percent. There were no delays more than 30 minutes and the average delay was 14 minutes.

Twenty-four trains arrived more than 5 minutes late to their final destinations. Of those late trains, 13 were on the Manassas Line (54 percent), and 11 were on the Fredericksburg Line (46 percent).

Delay numbers were low as there were only 17 service days last month. Train interference was responsible for 15 of the 17 late trains.

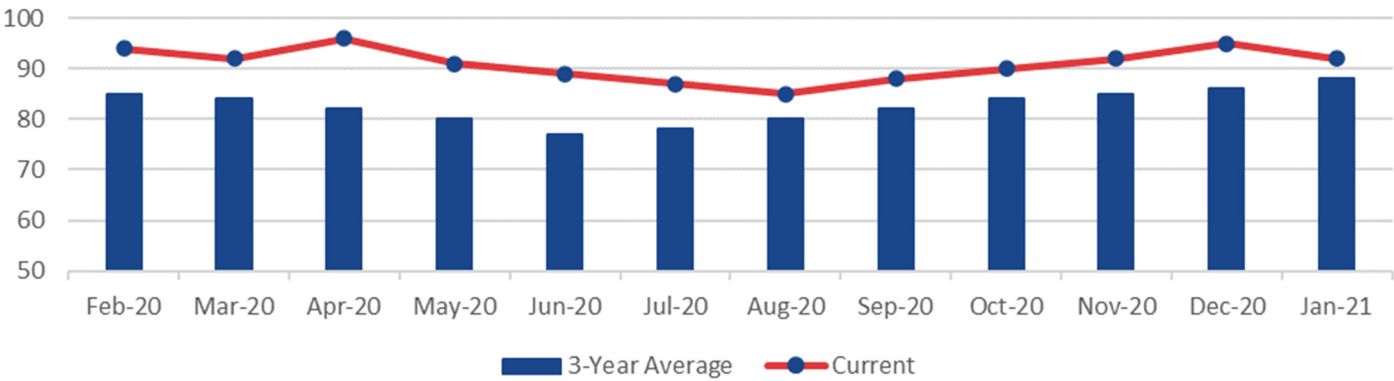
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

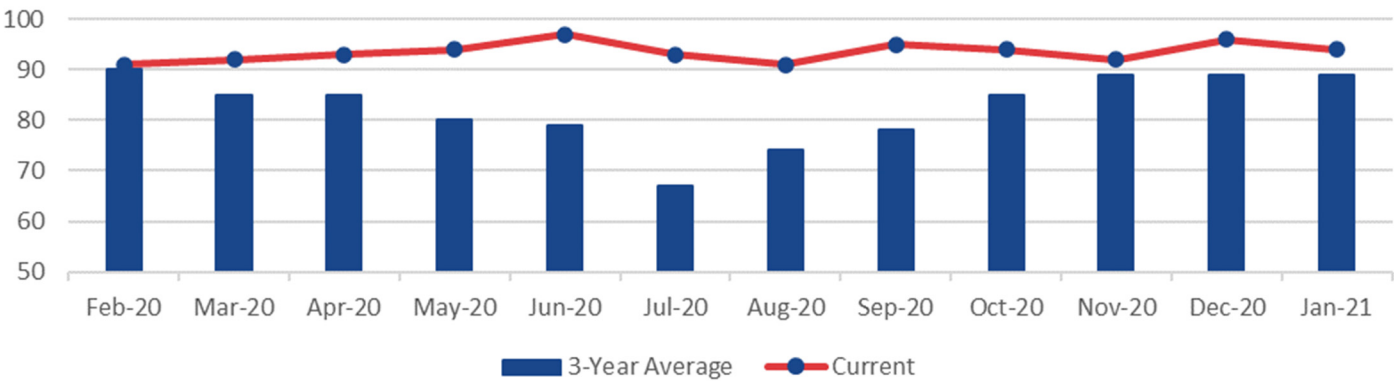
	System Wide			Fredericksburg Line			Manassas Line		
	Nov	Dec	Jan	Nov	Dec	Jan	Nov	Dec	Jan
Total late trains	22	14	24	14	9	11	8	5	13
Average minutes late	33	48	14	35	51	12	30	43	15
Number over 30 minutes	5	5	0	3	3	0	2	2	0
Heat restrictions	0	0	0	0	0	0	0	0	0

ON-TIME PERFORMANCE

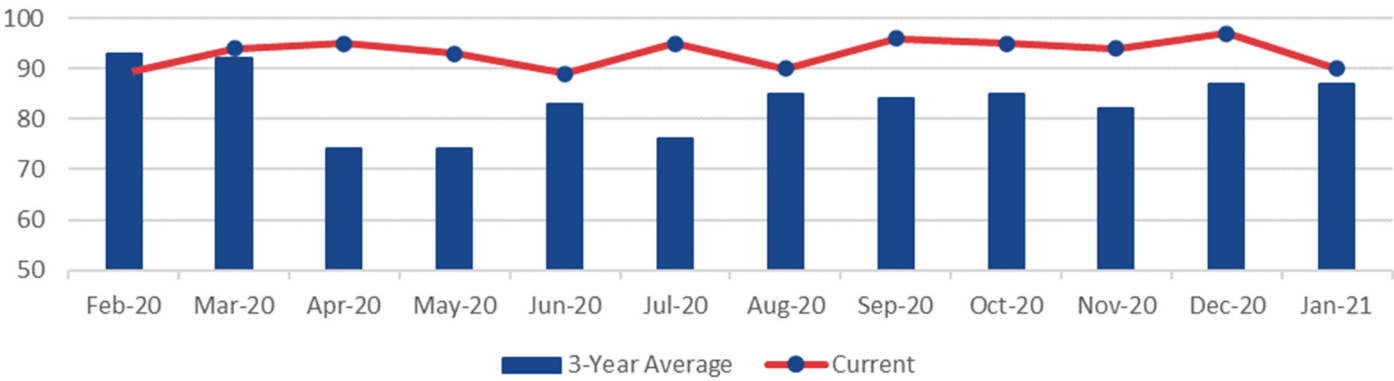
VRE SYSTEM



FREDERICKSBURG LINE

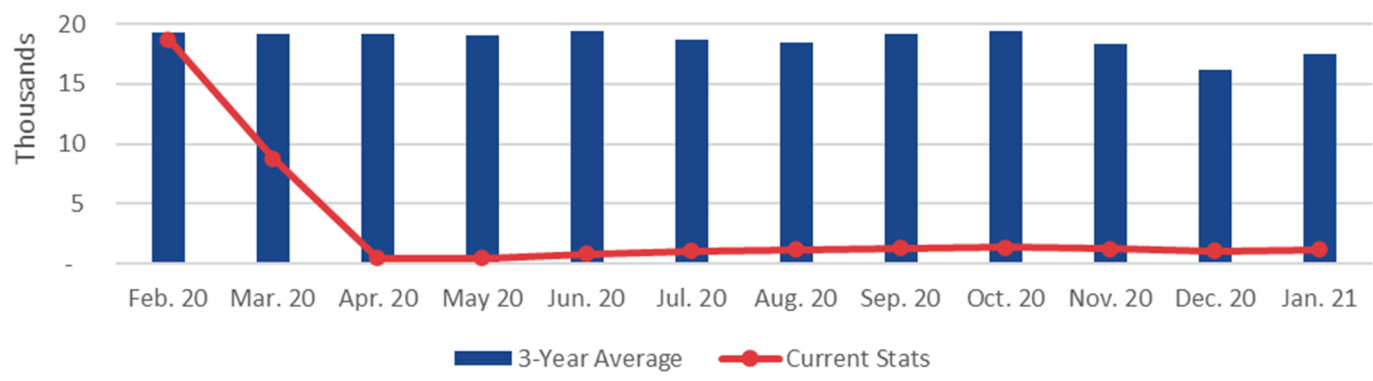


MANASSAS LINE

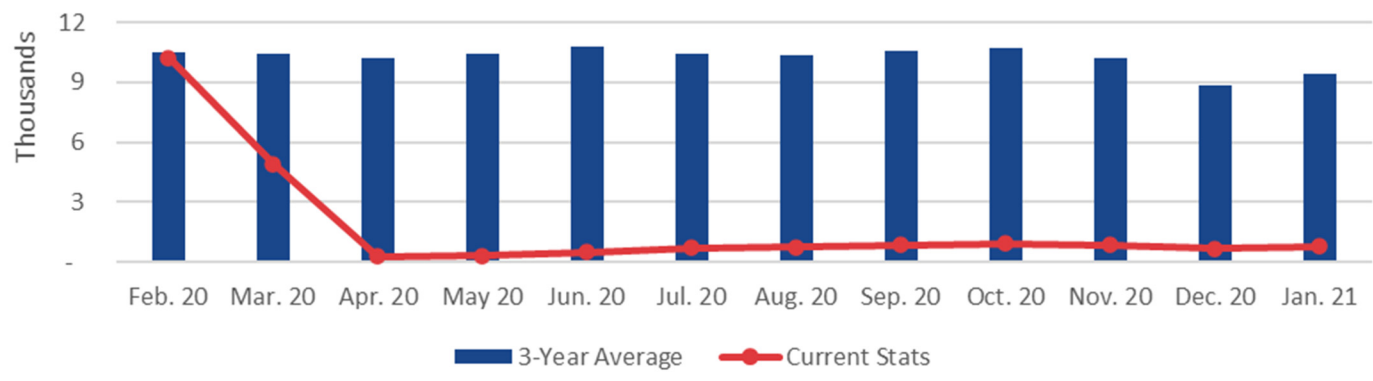


AVERAGE DAILY RIDERSHIP

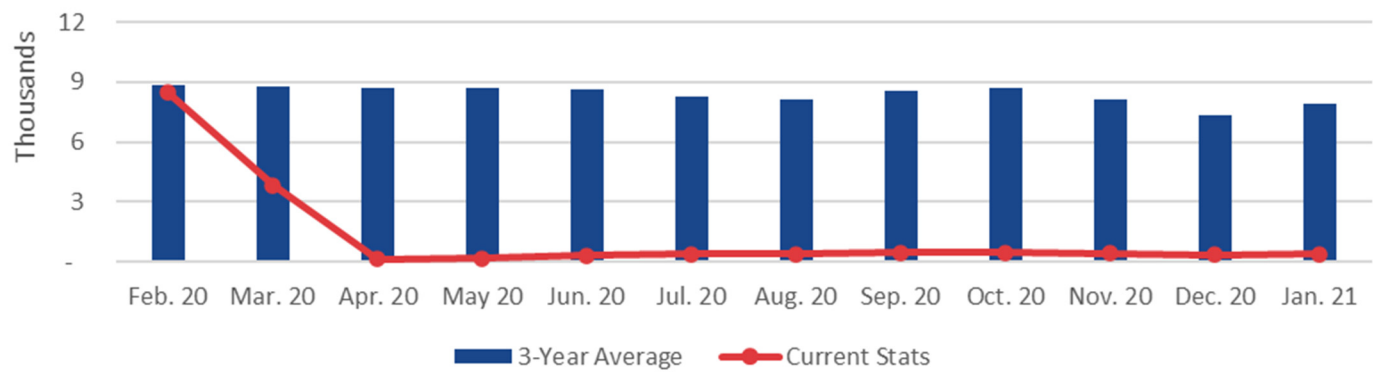
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



RIDERSHIP UPDATES

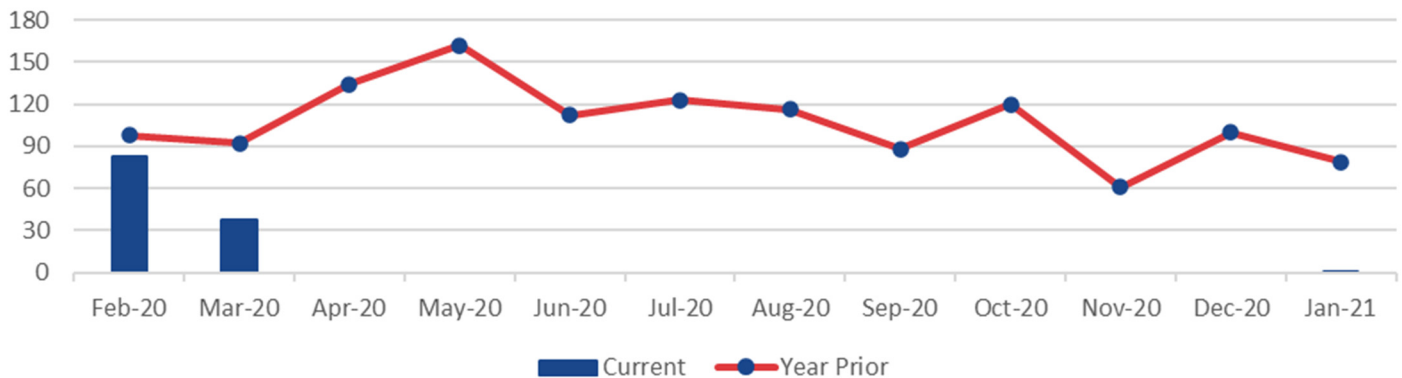
Average daily ridership (ADR) in January was 1,179. We continue to operate an “S” Schedule Plus (which includes trains 300 and 307), as necessitated by the COVID-19 pandemic.

We have seen modest gains on the daily average and expect the trend to continue now that we’re through the holiday season.

	January 2021	December 2020	January 2020
Monthly Ridership	20,036	22,190	387,698
Average Daily Ridership	1,179	1,057	18,293
Full Service Days	0	0	21
“S” Service Days	17	21	0

SUMMONSES ISSUED

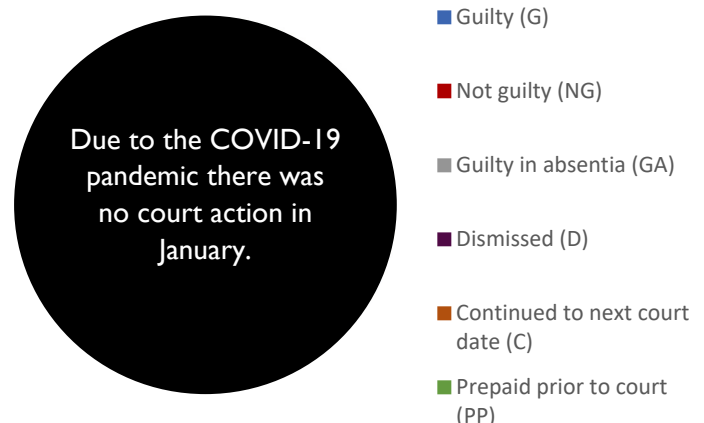
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

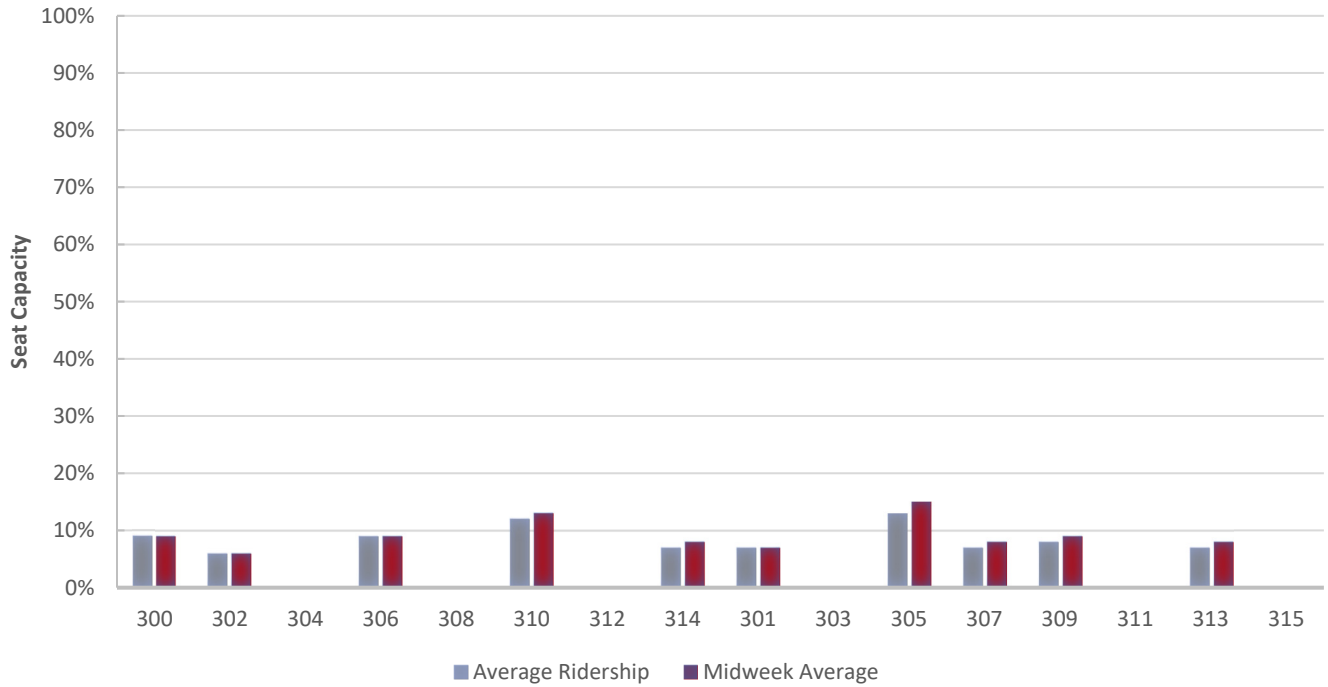
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

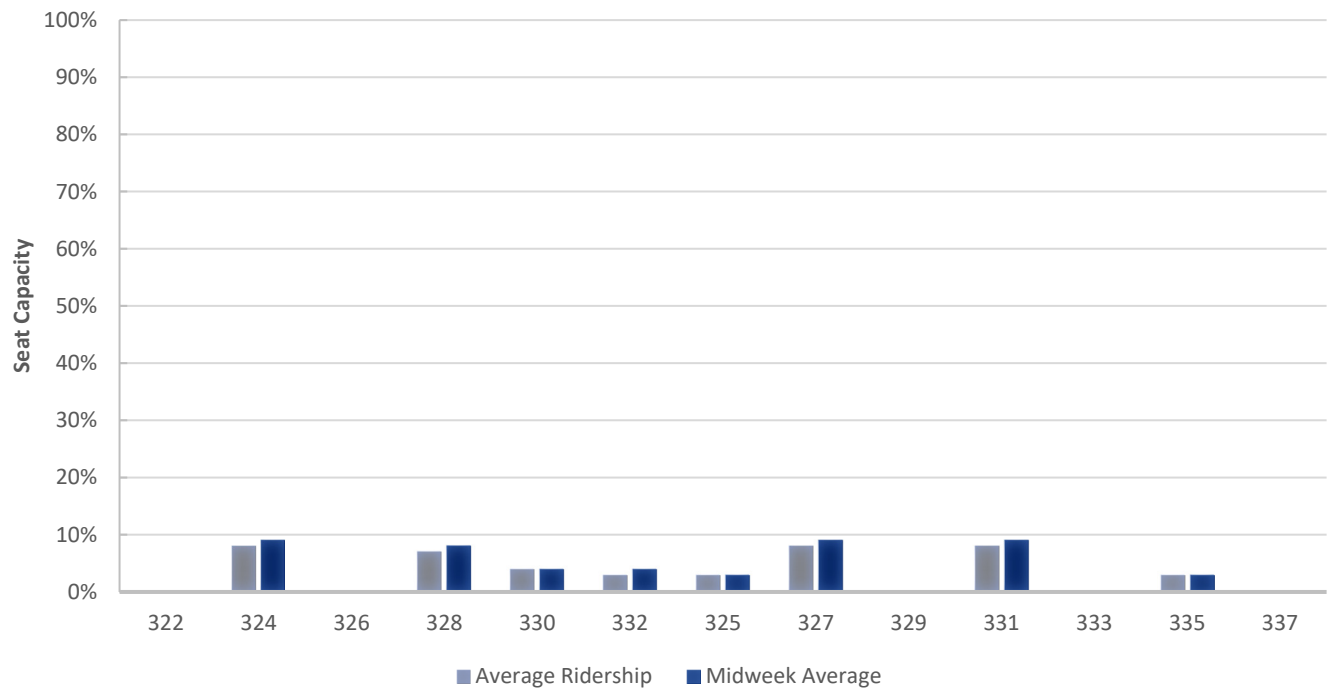


TRAIN UTILIZATION

FREDERICKSBURG LINE

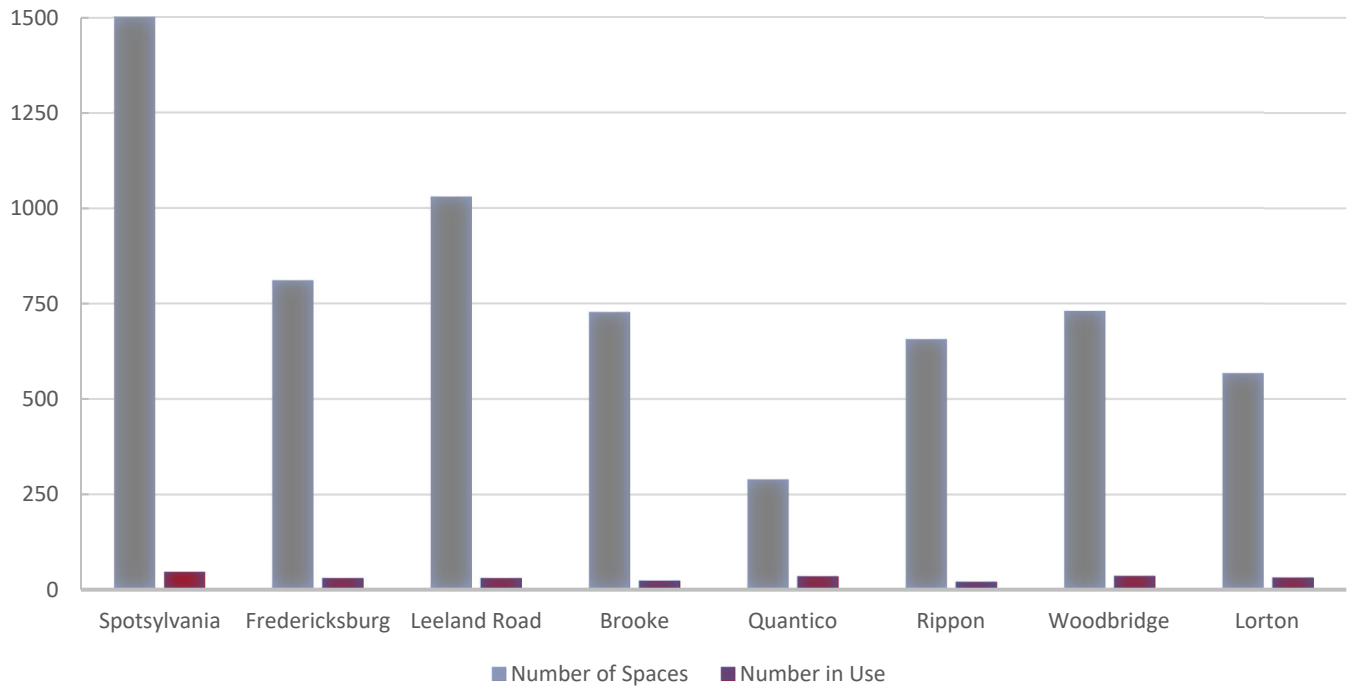


MANASSAS LINE

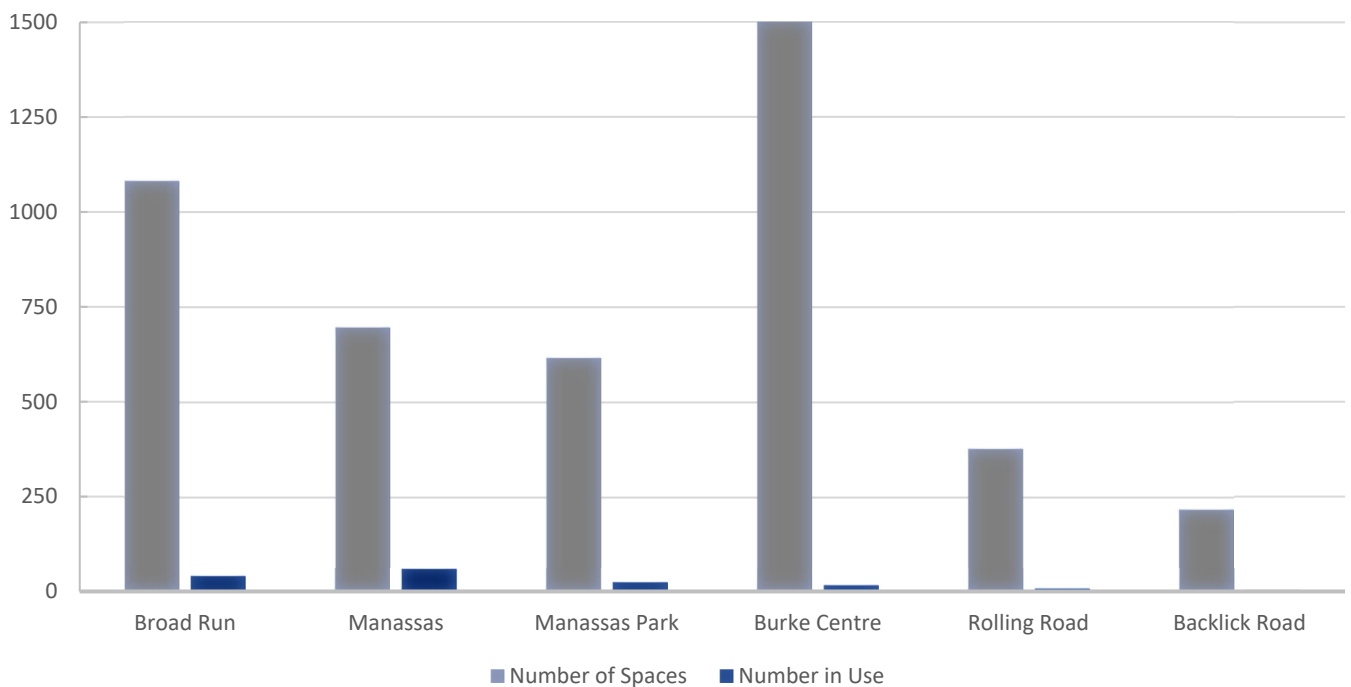


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT FOR DECEMBER 2020

Fare revenue through the first half of FY 2021 (December 2020) is approximately \$18.2 million below budget (an unfavorable variance of -82%) and is also 82% below the same period in FY 2020.

The coronavirus pandemic continues to have a material negative impact on VRE ridership. Ridership was slightly lower during the second quarter due to normal holiday-related seasonality, with average daily ridership of 1,399 in October, 1,223 in November, and 1,009 in December. Ridership remains significantly below pre-pandemic levels – average daily ridership was 18,692 in February 2020 (the last full month not affected by the pandemic). We expect to report significant impacts related to the pandemic throughout the second half FY 2021.

The operating ratio through the first six months of FY 2021 is 10%, which is below VRE's budgeted operating ratio of 52% for the full 12 months of the fiscal year. VRE is required to budget a minimum operating ratio of 50%. The final operating ratio for the year will depend on whether and when ridership rebounds, but it is unlikely that the 50% threshold will be reached.

A summary of the FY 2021 financial results through December follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2020 Operating Budget Report Month Ended December 31, 2020							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY21 BUDGET
Operating Revenue							
Passenger Ticket Revenue	522,988	3,864,462	3,906,050	22,132,829	(18,226,779)	-82.4%	44,090,000
Other Operating Revenue	-	26,295	119,195	150,598	(31,402)	-20.9%	300,000
Subtotal Operating Revenue	522,988	3,890,757	4,025,245	22,283,426	(18,258,181)	-81.9%	44,390,000
Jurisdictional Subsidy (1)	-	-	6,908,817	6,908,816	1	0.0%	13,817,632
Federal/State/Other Jurisdictional Subsidy	2,624,324	2,703,279	15,667,259	16,103,036	(435,776)	-2.7%	31,879,656
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	8,706	113,944	87,607	652,590	(564,983)	-86.6%	1,300,000
Total Operating Revenue	3,156,018	6,707,981	26,688,928	45,947,867	(19,258,939)	-41.9%	91,387,287
Operating Expenses							
Departmental Operating Expenses	5,962,232	7,221,509	40,382,497	44,596,145	4,213,649	9.4%	85,137,449
Debt Service	518,403	518,403	3,110,419	3,110,419	-	0.0%	6,220,838
Other Non-Departmental Expenses	-	2,542	-	14,558	14,558	0.0%	29,000
Total Operating Expenses	6,480,635	7,742,454	43,492,916	47,721,122	4,228,207	8.9%	91,387,287
Net income (loss) from Operations	(3,324,618)	(1,034,473)	(16,803,988)	(1,773,255)	(15,030,733)		-
Operating Ratio			10%	50%	Budgeted	52%	Goal

(1) Total jurisdictional subsidy is \$18,300,780. Portion shown as budgeted and actual are attributed to Operating Fund only.

Commuter Rail Operating and Capital (C-ROC) Fund Quarterly Report

Background

Dedicated C-ROC funding for VRE began on July 1, 2018. The C-ROC Fund receives \$15 million annually (\$1.25 million monthly) from fuel taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC for VRE in a separate account, in accordance with §33.2-1525.A of the Code of Virginia. The VRE Operations Board and Commissions approve the projects that are to be funded in whole or in part by the C-ROC, and VRE provides a quarterly report on the C-ROC Fund, including disbursements received, amounts expended, the purpose of the expenditures, and investment and interest earnings.

C-ROC Fund as of December 31, 2020

A summary of the C-ROC Fund through the second quarter of FY 2021 is presented below. Due to lags in the determination of total fuel tax revenue by DMV and the transfer of funds from DMV to NVTC/VRE, total C-ROC funds received may be less than total funds earned.

C-ROC Fund as of December 31, 2020

Period	Funds Earned	Funds Received	Interest Earned	Expenditures	C-ROC Account Balance
FY 2021 (Jul-Dec)	\$7,500,000	\$5,000,000	\$32,344	\$0	
Life to Date	\$37,500,000	\$35,000,000	\$443,596	\$0	\$35,443,596

The VRE Operations Board and the Commissions have approved the commitment of \$45 million in C-ROC funding to key capital projects – \$30 million for the L’Enfant Station and Fourth Track project and \$15 million for the Crystal City Station Improvements project. This commitment reflects three years of projected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.

FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

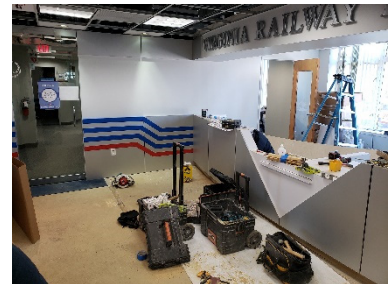
1. Repairs to cupola clock at Woodbridge Station
2. Replacement of “no trespassing” signage at Fredericksburg gravel parking lot

Projects scheduled to be completed this quarter:

1. Replacement of signage at Franconia-Springfield Station
2. Replacement of west platform and canopy lighting at Woodbridge Station
3. Submission of IFB package for canopy roof replacement at Backlick Road Station
4. Construction of renovations to Alexandria headquarters reception area
5. Submission of IFB package for replacement of tactile warning strips at various stations



Alexandria HQ reception area before renovations.



Alexandria HQ reception area during renovations.

Projects scheduled to be initiated this quarter:

1. Issuance of GEC task orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas stations
2. Minor stair steel repairs and caulking at Franconia-Springfield Station
3. Painting of Franconia-Springfield Station
4. Repair of minor cracks in west platform at Woodbridge Station
5. Repair of platform sealer delamination at Spotsylvania Station
6. Replacement of deck joint sealant at Manassas Station parking garage
7. Replacement of lighting at Manassas Station parking garage
8. Replacement of lighting at Broad Run MASF service & inspection building
9. Issuance of general signage services request for quotes
10. Overhaul of emergency generators at Woodbridge and Manassas Stations, Alexandria headquarters and Fredericksburg office

Ongoing projects:

1. Design of waiting area at L'Enfant Station
2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations
3. Replacement of waste and recycling receptacles at various stations
4. Design of subsequent phases of renovations to Alexandria headquarters

UPCOMING PROCUREMENTS

- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Renewal of locomotive head end power engine systems
- Overhaul of emergency generators
- Headquarters renovations
- Construction management services for Fredericksburg Station platform rehabilitation

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Construction initiated on Lifecycle Overhaul & Upgrade Facility (LOU)
2. Construction initiated on Quantico Station Improvements
3. Rippon Station Improvements preliminary engineering plans
4. Brooke Station Improvements preliminary engineering plans
5. Leeland Road Station Improvements preliminary engineering plans

Projects or project phases scheduled to be completed this quarter:

6. Franconia-Springfield Station Improvements final 90% complete plans (pending railroad review)
7. Broad Run Expansion (BRX) Section 106 Consultation
8. Construction of Benchmark Road Slope Stabilization Complete (Hamilton to Crossroads overall project/funding closeout and stakeholder concurrence anticipated this quarter)

Projects or project phases scheduled to be initiated this quarter:

9. Execution of Contract for Construction of Quantico Station Improvements and Pre-NTP activities - NTP forthcoming
10. Execution of Contract for Construction of Lifecycle Overhaul & Upgrade Facility (LOU) and Pre-NTP activities - NTP forthcoming
11. Board Authorization, Execution of Contract for Construction of Rolling Road Station Improvements and Pre-NTP activities – NTP forthcoming
12. Execution of Contract and NTP for CM for Construction of Quantico Station Improvements

Ongoing projects:

13. Broad Run Expansion (BRX)
14. Manassas Park Parking Improvements
15. Rolling Road Station Improvements
16. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
17. Lifecycle Overhaul & Upgrade Facility (LOU)
18. Leeland Road Station Improvements
19. Brooke Station Improvements
20. Quantico Station Improvements
21. Rippon Station Improvements
22. Franconia-Springfield Station Improvements
23. Alexandria Station Improvements
24. Alexandria Station Track I Access (Slaters Lane)
25. Crystal City Station Improvements
26. L'Enfant Train Storage Track - South
27. L'Enfant Station Improvements
28. New York Avenue Midday Storage Facility
29. Potomac Shores VRE Station – *design by others*
30. Washington Union Station Improvements Environmental Impact Statement – *study by others*
31. DC2RVA Environmental Impact Statement – *study by others*
32. Long Bridge Project – *study by others*

Projects Progress Report Follows

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PE	EC	RW	FD	CN
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	N/A	●	
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track.	◆	◆	◆	N/A	●	
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station and parking in Prince William County provided by private developer.	◆	●	◆	N/A		
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●	
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Manassas Park Parking Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A		
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●	●
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance
RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across the "Penta-Platform" program stations

ESTIMATED COSTS (\$)						STATUS	
Total	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date	
31,875,014	31,875,014	-	2382759	2193257	90%	2nd QTR 2023	● 90% Design complete. CSX and City of Alexandria review progressing.
13,000,000	13,000,000	-	*	863,964	35%	4th QTR 2023	● FD underway with anticipated completion 2nd QTR 2021. Ongoing coordination with DRPT projects.
16,634,793	16,634,793	-	*	414,075	20%	4th QTR 2030	● PE design/EC completed 4th QTR 2020. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					20%	TBD	● Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE.
18,372,949	18,372,949	0	830,833	683,892	60%	TBD	● Final Funding Agreements forthcoming. Execution of Construction and CM contracts forthcoming, and pre-NTP activities anticipated 3rd Quarter 2020. NTP to follow.
23,391,019	23,391,019	-	*	419,095	20%	4th QTR 2030	● DRPT LONP received; REF grant pending. PE design/EC completed 4th QTR 2020. Ongoing coordination with DRPT projects.
15,527,090	15,527,090	-	*	400,032	20%	4th QTR 2026	● DRPT LONP received; REF grant pending. PE design/EC completed 4th QTR 2020. Ongoing coordination with DRPT projects.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	● Design due to site relocation to start in December 2020.
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	4th QTR 2021	● Contractor has been selected. Construction to begin 1st QTR 2021.
49,940,000	19,098,463	30,841,537	1,584,619	397,848	30%	2nd QTR 2024	● PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	● DRPT LONP received. Real estate research in progress under LONP.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PE	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT track to VRE storage track and as well as signal and wayside-power work.	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●
Crossroads Maintenance and Storage Facility - Land Acquisition	Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Replacement Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

PLANNING, COMMUNICATIONS AND IT

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●










PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance

RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

ESTIMATED COSTS (\$)						STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018	 Benchmark Slope project complete.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	4th QTR 2019	 CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	1st QTR 2023	 Notice to proceed issued to construction contractor on December 14, 2020.
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020	 Land acquisition completed.
89,666,508	89,666,508	-	3,588,305	2,257,455	90%	4th QTR 2021	 Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018	 Implementation completed.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024	 PE design and EC underway. Property acquisition due diligence underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	1st QTR 2021	 American Eagle working on redesign with uplift to new platform.

NOTES

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NOTES

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VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





VIRGINIA RAILWAY EXPRESS

TO: Potomac and Rappahannock Transportation Commission Chair Franklin and Commissioners

FROM: Rich Dalton, Chief Executive Officer

DATE: February 24, 2021

SUBJECT: VRE Monthly Update

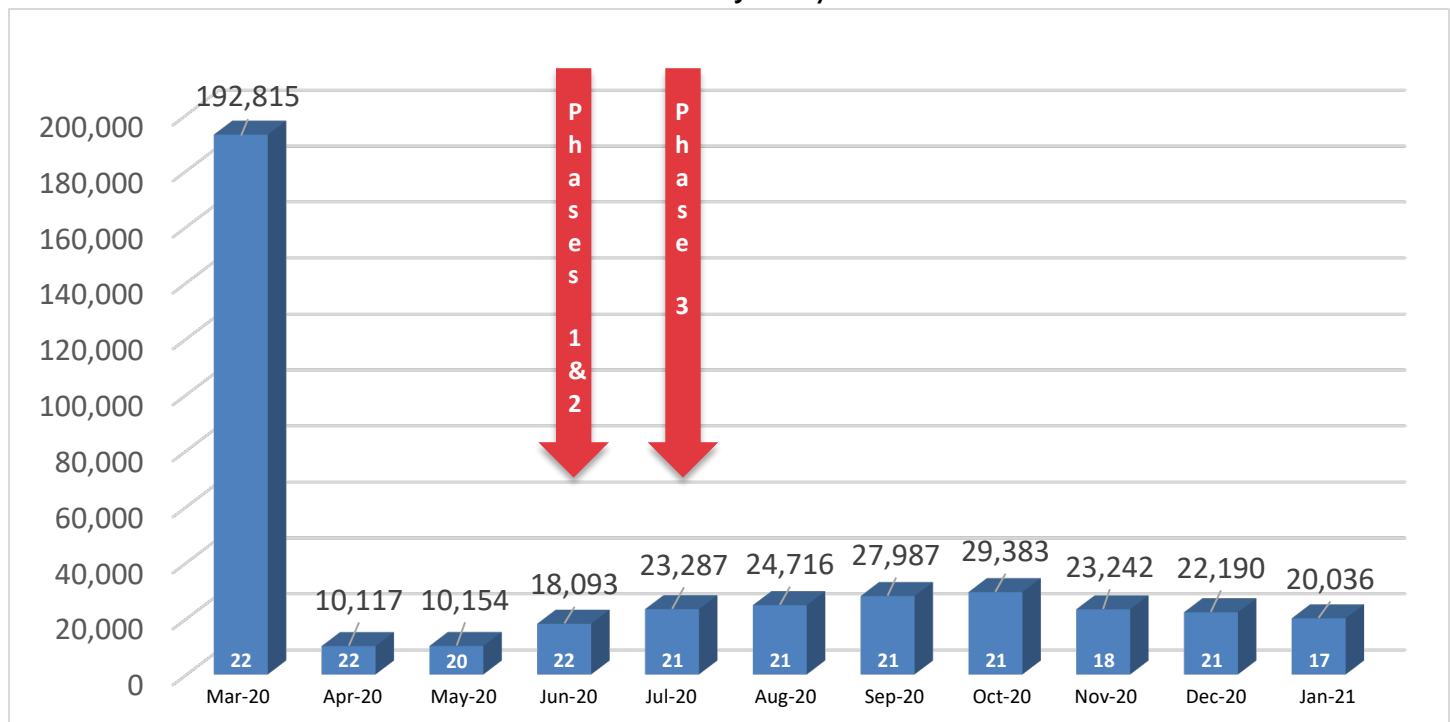
Between the pandemic and winter weather, ridership has remained below what we experienced in late fall. The advent of spring and the increasing number of vaccinations being administered in the commonwealth should bolster ridership in the months ahead. Here's what ridership looks like over the past four weeks compared to the same weeks in 2020.

Week Ending	2021 Ridership	2021 Average Daily Ridership	2020 Ridership	Numeric Difference	Percentage Difference
January 29	5,891	1,178	93,744	-87,847	-93.7%
February 5	5,164	1,033	93,652	-88,488	-94.5%
February 12	5,893	1,179	91,113	-85,220	-93.5%
February 19*	3,799	950	74,499	-70,700	-94.9%

*Four days of service

Monthly Ridership

March 2020 - January 2021



*Days of Service

VRE continues to operate an S+ schedule and monitor ridership to allow for social distancing. We regularly update our [train utilization web page](#), which is a great tool for riders looking to maximize their social distance.

Our Continuity of Operations team meets virtually each day and is in constant contact. VRE's supply chain, staffing, business processes, and other functional areas remain in good shape.

Additional COVID relief funding for public transportation has been the topic of several recent conversations I've had with federal officials. Earlier this month, I and other transportation leaders in the region had the opportunity to meet with the new Secretary of Transportation, Pete Buttigieg, to discuss our legislative priorities. At a media event, held on a platform at Union Station following the meeting, Sec. Buttigieg personally thanked front line workers, including four of our conductors, for their work during the pandemic.

A similar discussion with U.S. Senator Mark Warner took place last week at NVTC's offices. The senator is involved in negotiating the details of the pending COVID relief package now before Congress. He also urged the transportation leaders around the table, including Virginia Transportation Secretary Shannon Valentine, to think big and bold about ways to use transportation dollars in upcoming infrastructure legislation.

Between the two meetings, I spoke with Nuria Fernandez, the acting FTA administrator. We primarily discussed the health and safety of our transit workers and COVID-19 financial relief. She was interested in our projections for the return of ridership and the need for additional relief dollars. We briefly spoke about "opportunities" for transit in general and VRE specifically as well as what our business could look like in a post-COVID environment.

I look forward to seeing you at the Commission's March meeting. In the meantime, should you have any questions, please feel free to contact me.



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE OPERATIONS BOARD MEETING

February 19, 2021 – 9:00 A.M.
VIA WebEx

1. Roll Call
2. Resolution Finding Need to Conduct February 19, 2021 Meeting Electronically
3. Approval of Agenda
4. Approval of Minutes from the January 15, 2021 VRE Operations Board Meeting
5. Chair's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:
 - A. Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements
 - B. Authorization to Issue a General Planning Consulting Services Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project
9. Information Items:
 - A. Spending Authority Report
10. Closed Session
11. Operations Board Member's Time

The Next VRE Operations Board Meeting March 19, 2021- 9:00 A.M.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
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MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
February 19, 2021

Virtual Meeting via Webex

Members Present

*Walter Alcorn (NVTC)
 *Andrea Bailey (PRTC)
 *Preston Banks (PRTC)
 *Elizabeth Bennett-Parker (NVTC)
 *Meg Bohmke (PRTC)
 *Katie Cristol (NVTC)
 *Margaret Franklin (PRTC) **
 *Matt Kelly (PRTC) **
 *Jeanine Lawson (PRTC)
 *Cindy Shelton (PRTC)
 *Dan Storck (NVTC) **
 *James Walkinshaw (NVTC)

Jurisdiction

Fairfax County
 Prince William County
 City of Manassas Park
 City of Alexandria
 Stafford County
 Arlington County
 Prince William County
 City of Fredericksburg
 Prince William County
 Stafford County
 Fairfax County
 Fairfax County

Members Absent

Gary Skinner (PRTC)
 Ralph Smith (PRTC)
 Jennifer Mitchell (DRPT)

Spotsylvania County
 City of Manassas
 Commonwealth of Virginia

Alternates Present

*Michael McLaughlin (DRPT) **

Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
 Victor Angry (PRTC)
 Pete Candland (PRTC)
 Hector Cendejas (PRTC)
 Deborah Frazier (PRTC)
 Libby Garvey (NVTC)
 Jason Graham (PRTC)
 Jeff McKay (NVTC)
 Alanna Mensing (PRTC)
 Pam Sebesky (PRTC)

City of Alexandria
 Prince William County
 Prince William County
 City of Manassas Park
 Spotsylvania County
 Arlington County
 City of Fredericksburg
 Fairfax County
 City of Manassas Park
 City of Manassas

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Rich Dalton – VRE

John Duque – VRE

Chris Henry - VRE

Robert Hostelka - VRE

Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel

Kate Mattice – NVTC

Kristin Nutter – VRE

Dr. Bob Schneider – PRTC

Mark Schofield – VRE

Alex Sugatan - VRE

Joe Swartz – VRE

Chair Bennett-Parker called the meeting to order at 9:03 A. M. The Roll Call followed.

Resolution Finding Need to Conduct the February 19, 2021 Meeting Electronically – 2

Ms. Bailey moved, with a second by Ms. Bohmke, to approve Resolution #02-02-2021, Finding Need to Conduct the February 19, 2021 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

Approval of the Agenda – 3

Ms. Lawson moved, with a second by Ms. Bailey to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

Approval of the Minutes of the January 15, 2021 VRE Operations Board Meeting – 4

Ms. Bailey moved, with a second by Ms. Shelton, to approve the Minutes from January 15, 2021 Meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

[Ms. Franklin joined the meeting]

[Mr. Kelly joined the meeting]

[Mr. McLaughlin joined the meeting]

[Mr. Storck joined the meeting]

Chair's Comments – 5

Chair Bennett-Parker briefed the Operations Board Members on two bills of interest in the General Assembly:

- SB1271 which would codify the budget language secured last year, allowing public bodies to meet electronically during a declared state of emergency. The bill passed in the Senate unanimously on Thursday, February 18, 2021, passed the House General Laws Committee and is expected to be of the floor for final passage next week.
- HB1931, will grant greater flexibility for members of public bodies to participate in meetings electronically. It passed in the House and the Senate and was sent to Governor Northam for his signature.

Other General Assembly news:

- The House Appropriates and Senate Finance Committees released their respective budgets. This year is not notable for transit or transportation funding; however, the budgets do include \$22.4 million in Federal Coronavirus Relief Funding to DRPT to be used for the state's annual commitment to WMATA.

Chair Bennett-Parker also announced Operations Board Committee Assignments:

2021 Audit Committee

- Katie Cristol – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Jeanine Lawson
- Gary Skinner
- James Walkinshaw

2021 CEO Evaluation Committee

- Andrea Bailey – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Katie Cristol
- Jeanine Lawson
- Dan Storck

2021 Finance Committee

- Meg Bohmke – Chair
- Preston Banks
- Katie Cristol
- Matt Kelly
- Dan Storck

2021 Legislative Committee

- Margaret Franklin – Chair
- Walter Alcorn
- Andrea Bailey
- Ralph Smith
- Cindy Shelton
- James Walkinshaw

Chair Bennett-Parker thanked the new Committee Members and reminded all Operations Board Members that they are welcome to sit in and participate in any committee meeting.

Chief Executive Officer's Report – 6

Mr. Dalton thanked Secretary Valentine for her comments. He thanked Mr. Skinner for his leadership through the challenges in 2020. He briefed the Operations Board on the following items of interest:

- Safety COVID-19 Update
- Ridership
- Performance
- Project Spotlight: Automatic Passenger Counters
- Welcome Back marketing efforts

Public Comment Time –7

Chair Bennett-Parker stated that in the virtual meeting environment, Public Comments were being accepted electronically through the VRE Website. The Chair asked the Clerk to read any comments received into the record. Ms. Lamb read a comment from Mark Sheufler (attached.)

Action Items - 8

Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements – 8A

Ms. Bailey moved, with a second by Ms. Cristol, to authorize the CEO to amend the GEC VII Task Order for Design Services for Alexandria Station Improvements. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Authorization to Issue a General Planning Consulting Services Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project – 8B

Ms. Bailey moved, with a second by Ms. Cristol, to issue a GPC Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Information Items – 9

Spending Authority Report – 9A

In, the following purchases greater than \$50,000 but less than \$200,000 were made:

- On January 14, 2021, VRE amended an existing Purchase Order with International Display Systems for software integration services for the Variable Message System Proof-of-Concept project; increasing the commitment by \$15,272, to an amount not to exceed \$97,630, to address changes to the software design for the project.

Closed Session – 10

Ms. Lawson moved, with a second by Ms. Bailey, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one matter involving one personnel matter involving an appointee of the Commissions.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Ms. Lawson moved, with a second by Ms. Bailey to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business

matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Board Members' Time – 11

Chair Bennett-Parker asked if Members had any additional business. There was none.

Ms. Bohmke moved, with a second by Ms. Bailey, to adjourn the meeting.

The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Approved this 19th day of March 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 19, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Virginia Railway Express Operations Board Resolution

2-02-2021

Resolution Finding Need to Conduct February 19, 2021 Meeting Electronically

WHEREAS, on March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 ("COVID-19"); and,

WHEREAS, in subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread; and,

WHEREAS, the Virginia Railway Express Operations Board finds that it has a responsibility to demonstrate to the public, through the Board's conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible; and,

WHEREAS, on April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize "any public body, including any state, local, [or] regional body" to "meet by electronic communication means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities" among other provisions; and,



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WHEREAS, jurisdictions of the Virginia Railway Express Operations Board have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member to meet electronically to transact business to assure the continuity of government;

NOW, THEREFORE, BE IT RESOLVED, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on February 19, 2021, to discuss and transact the business of the Operations Board listed on the February 19, 2021 Operations Board Meeting Agenda; and,

BE IT FURTHER RESOLVED, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the items on the February 19, 2021 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and,

BE IT FURTHER RESOLVED, the Virginia Railway Express Operations Board hereby finds that the items on the February 19, 2021 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair

**Virginia Railway Express
Operations Board Resolution**

8A-02-2021

**Authorization to Amend the GEC VII Task Order for Design Services for
Alexandria Station Improvements**

WHEREAS, the Alexandria Station Improvements will be designed and constructed to eliminate the at-grade crossing between the station platform and the center platform, improve passenger access to Track 1 and provide Americans with Disabilities Act compliant access on the platforms; and,

WHEREAS, consultant design services are necessary to advance the project towards construction; and,

WHEREAS, final design efforts have identified several elements requiring additional design work and additional stakeholder coordination, and HDR Engineering, Inc. has presented an acceptable proposal to perform the additional required work;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Design Services for Alexandria Station Improvements executed with HDR Engineering, Inc. under the General Engineering Consulting Services (GEC VII) contract in the amount of \$78,445, plus a 10 percent contingency of \$7,845, for a total of \$86,290. This will increase the total authorization for this Task Order from \$1,222,256, to a total amount not to exceed \$1,308,546.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-A
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

Re: Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to amend the current Task Order for Design Services for Alexandria Station Improvements executed with HDR Engineering, Inc. under the General Engineering Consulting Services (GEC VII) contract in the amount of \$78,445, plus a 10 percent contingency of \$7,845, for a total of \$86,290. This will increase the total authorization for this Task Order from \$1,222,256, to a total amount not to exceed \$1,308,546.

Summary:

Final design efforts have identified several station elements requiring additional effort and stakeholder coordination. Factors including existing natural gas usage and existing natural gas equipment investigation at the Amtrak station to install a new gas-powered emergency generator; additional boring and soil disposal investigation; and additional coordination with the City of Alexandria have resulted in additional costs. VRE requested HDR submit a proposal to accomplish the additional required work, and this action will authorize the CEO to amend the Task Order to address the increased costs.

Background:

Alexandria Union Station, which serves both VRE and Amtrak trains, requires significant investment to improve passenger safety and accessibility as well as operational flexibility. VRE has three primary objectives at Alexandria: 1) eliminate the existing at grade crossing



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while ensuring passenger safety and compliance with the Americans with Disabilities Act (ADA) for individuals accessing the center platform; 2) modify both the center and station platform heights to achieve Federal Railroad Administration and CSXT required clearances, meet ADA requirements, and eliminate the need for step boxes; and 3) allow passenger trains to serve the station on any of three tracks.

After a detailed review of alternative concepts and consultation with stakeholders, VRE rescoped its original efforts at the station. The project is now known as the Alexandria Station Improvements Project. Instead of constructing a new pedestrian tunnel, the existing pedestrian tunnel – which is structurally sound and meets ADA requirements – will be retrofitted with elevators at each end. A modified concept for the center platform better addresses the varying track bed heights. The three primary objectives noted above will be met in full, and a future pedestrian connection to Metrorail will not be precluded.

The scope of services for this Task Order includes design of two new elevators to access the existing pedestrian tunnel, from the station and center platforms; reconstruction of the center platform to improve compliance with ADA requirements and to widen it to the east to improve passenger access to trains on Track 1; and modifications to the station platform to improve compliance with ADA requirements.

In January 2019, the VRE Operations Board authorized the CEO to issue a Task Order under the GEC VII contract to HDR Engineering, Inc. for design services for the Alexandria Station Improvements. The authorization was in the amount of \$812,000, plus a 10 percent contingency of \$81,200, for a total amount not to exceed \$893,200. In May 2020, the VRE Operations Board authorized the CEO to amend the Task Order increasing the authorization to an amount not to exceed \$1,222,256.

VRE requested HDR submit a proposal to accomplish the additional required work described herein. HDR's proposed cost was compared to the level of effort anticipated and determined by VRE staff to be fair and reasonable.

Fiscal Impact:

VRE's planning and design efforts to date for the Alexandria Station have been supported by FHWA Section 130 (Railway-Highway Crossings Program) funds received through a Locally Administered Project (LAP) grant with VDOT totaling \$8.7 million. VDOT has transitioned the administration of the remaining Section 130 funds over to DRPT, and DRPT is consolidating those remaining funds with the \$21.9 million of SMART SCALE funding VRE has been allocated for Alexandria Station (as one component of the broader Fredericksburg Line Capacity Expansion project). The GEC design Task Order will be supported with these consolidated funds.

**Virginia Railway Express
Operations Board Resolution**

8B-02-2021

**Authorization to Issue a General Planning Consulting Services Task Order
for Relocation Advisory Services for Real Estate Acquisition Activities for the
Broad Run Expansion Project**

WHEREAS, the Broad Run Expansion continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF); and,

WHEREAS, full or partial acquisition of eighteen separate properties and relocation of multiple businesses and one residential relocation are anticipated to be needed to construct the improvements at the Broad Run complex and third NS track; and,

WHEREAS, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act and Commonwealth of Virginia law requires VRE provide relocation advisory services to current residential and business occupants that will be displaced by the property purchase; and,

WHEREAS, VRE requires assistance from professionals with knowledge and experience in relocation requirements; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consultant, has the qualifications to conduct this work and has presented an acceptable proposal to perform said services;

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for relocation advisory services related to real estate acquisition activities for the Broad Run Expansion project in the amount of \$276,865, plus a 10 percent contingency of \$27,687, for a total not to exceed \$304,552.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-B
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

**Re: Authorization to Issue a General Planning Consulting Services
Task Order for Relocation Advisory Services for Real Estate
Acquisition Activities for the Broad Run Expansion Project**

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consulting (GPC) Services Task Order to Vanasse Hangen Brustlin, Inc. for relocation advisory services related to real estate acquisition activities for the Broad Run Expansion project in the amount of \$276,865, plus a 10 percent contingency of \$27,687, for a total not to exceed \$304,552.

Summary:

VRE must purchase additional property to construct the improvements proposed for the Broad Run Expansion project. Federal and State law requires VRE to provide relocation advisory services to current residential and business occupants that will be displaced by the property purchase. The services of a consultant with knowledge and experience in relocation requirements is being sought through this Task Order to assist VRE.

Background:

The Broad Run Expansion project allows for additional Manassas Line service capacity, a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF). Proposed improvements include additional parking spaces at Broad Run Station; a third mainline track between Manassas and



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Broad Run within the existing Norfolk Southern (NS) right-of-way, subject to NS review and approval; expansion of the existing Broad Run MSF; and adjustments to the Broad Run Station platform to accommodate the other changes.

The design for the expansion of the Broad Run complex and third NS track requires the use of land not currently owned or controlled by VRE. Full or partial acquisition of eighteen separate properties, including fee simple acquisition and/or permanent easements, has been identified. Multiple business/tenant relocations and one residential relocation are anticipated in conjunction with the purchase of property needed for expansion of station parking located north of the NS tracks. It is not known whether relocations will be required in association with any of the other parcels proposed for acquisition. The GPC consultant shall determine the need for additional business relocations as part of this Task Order. None of the other properties include residential uses and no additional residential relocations are expected.

The Scope of Services for this Task Order includes:

- Advisory services to property owners, business tenants, and residents to determine their eligibility for relocation services, support in advising property owners of their rights under Federal and State relocation assistance programs, and help in identifying properties to relocate, where applicable,
- Preparation of a Relocation Assistance Study (for businesses) and Replacement Housing Payment Study (for residential tenants) documenting relocation requirements and estimated costs,
- Monitoring of business/tenant and residential relocations, costs, and payments, and
- Update of the property acquisition portion of the Broad Run Expansion project cost estimate.

Fiscal Impact:

Funding for the relocation advisory services is provided from the Commonwealth's I-66 Outside the Beltway (OTB) concessionaire payment and/or Federal CMAQ/RSTP funds allocated to the Broad Run Expansion project.



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Information Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

Re: Spending Authority Report

On September 18, 2020, the VRE Operations Board approved increasing the Chief Executive Officer's delegated spending authority from \$100,000 to \$200,000. It was resolved as part of that increased delegation that any purchase or contract award in the range of \$50,000 to \$200,000 would be communicated to the Board as an information item.

- On January 14, 2021, VRE amended an existing Purchase Order with International Display Systems for software integration services for the Variable Message System Proof-of-Concept project; increasing the commitment by \$15,272, to an amount not to exceed \$97,630, to address changes to the software design for the project.



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Presentations and Information Items

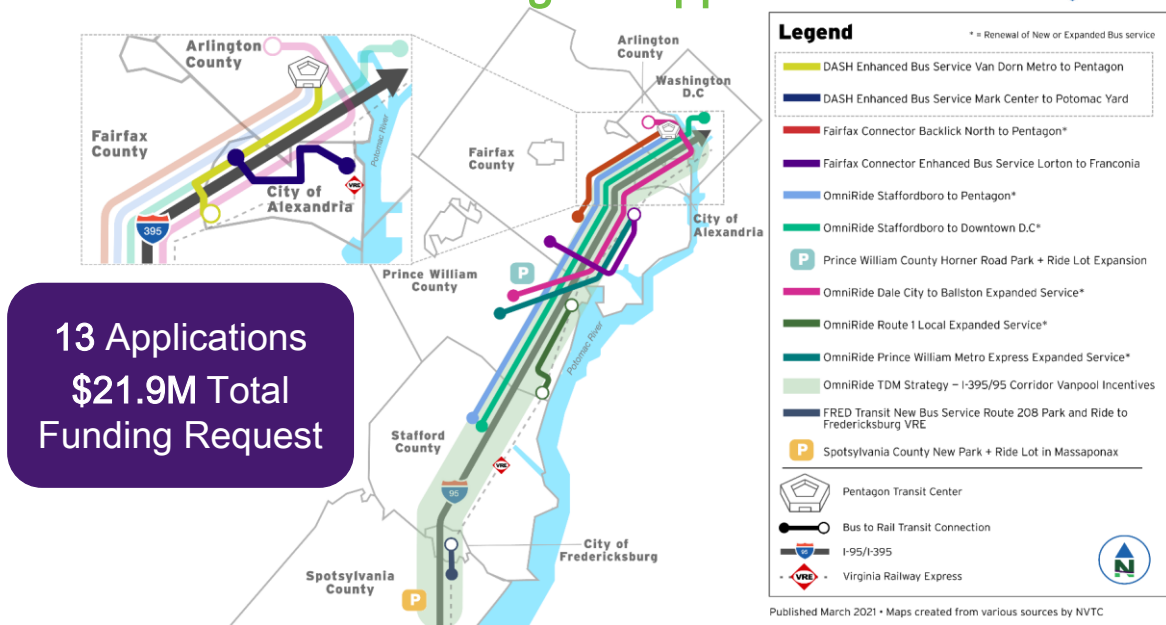
7.1 I-395/95 Commuter Choice Program – List of Eligible Projects

Commuter Choice Program: I-395/95 Round Two Update

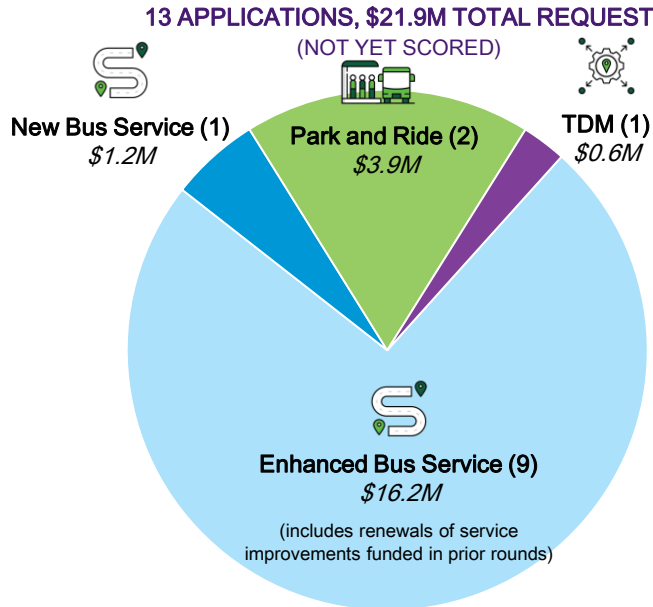
Potomac and Rappahannock Transportation Commission – March 4, 2021

Ben Owen
Commuter Choice
Senior Program
Manager

I-395/95 Round Two Eligible Applications



I-395/95 Round Two Eligible Applications



NVTC Jurisdictions and Transit Providers:
4 Applications
\$13.3M Total Funding Request

PRTC Jurisdictions and Transit Providers:
9 Applications
\$8.6M Total Funding Request

I-395/95 Round Two Next Steps



Feb.

- **Eligibility Review** of all submitted applications. Any applicants with ineligible applications will be notified by the end of the month. – *COMPLETE*

Mar.

- **Update to the Commissions** (Mar. 4) on the set of eligible applications.
- **Technical Evaluation** (scoring) of all eligible applications per the process approved by the Commissions in Nov. 2020.

Apr.

- **Public Comment Opens** on Apr. 16.
- **Meeting of the NVTC-PRTC Joint Commission Working Group** to review the technical evaluation results and identify a project prioritization approach.

May

- **Public Comment Closes** on May 17.
- **Briefings to the Commissions** (May 6) and **Commonwealth Transportation Board** (mid-month) on the projects under consideration for funding.

Jun.

- **Program Adoption by the Commissions** (June 3) and **Commonwealth Transportation Board** (mid-month).
- **Distribution of Standard Project Agreements** for selected projects.

Thank You.

Ben Owen

*Commuter Choice Senior Program Manager,
Northern Virginia Transportation Commission*

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February 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Kate Mattice, NVTC Executive Director
Ben Owen, NVTC Commuter Choice Senior Program Manager
Joe Watkins, NVTC Commute Choice marketing and Outreach Manager

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Commuter Choice Program

At the March meeting the Commission will be updated on the Commuter Choice Program on the I-395/95 Corridor.

Commuter Choice on the I-395/95 Corridor Round Two Project Eligibility

The call for projects for [Commuter Choice on the I-395/95 Corridor](#) Round Two (FY 2022-FY 2023) closed on January 29, 2021 resulting in 18 proposed projects to expand transportation capacity in the I-395/95 corridor between Spotsylvania County and the Virginia-D.C. line (Table 1).

A total of eight eligible applicants submitted applications with a total funding request of \$26.2 million. Northern Virginia Transportation Commission (NVTC) staff anticipate a total of about \$30 million to be available to fund the two-year program. Revenues from the 95 and 395 Express Lanes have been relatively resilient during the COVID-19 public health emergency given the length of the facility and tolling at all times.

The applications are listed in Table 1. Funding requests may change as NVTC staff confirm details of the proposed projects with applicants.

**Table 1: Eligible Round Two (FY 2022-FY 2023) Applications
for Commuter Choice on the I-395/95 Corridor**

Applicant	Application Title	Project Type	Funding Request	Eligibility
DASH / City of Alexandria	Enhanced Bus Service from Mark Center to Potomac Yard	Enhanced Bus Service	\$3,650,000	✓
DASH / City of Alexandria	Enhanced Bus Service from Van Dorn Metro to the Pentagon	Enhanced Bus Service	\$5,734,000	✓
Fairfax County	Enhanced Bus Service from Lorton to Franconia-Springfield	Enhanced Bus Service	\$2,496,529	✓
Fairfax County	Renewal of Bus Service from the Backlick North Park and Ride Lot to the Pentagon	Enhanced Bus Service	\$1,386,000	✓
Fredericksburg Regional Transit / Spotsylvania County	New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE	New Bus Service	\$1,218,800	✓
OmniRide	Renewal of Bus Service from Staffordboro to Downtown D.C.	Enhanced Bus Service	\$968,308	✓
OmniRide	Renewal of Bus Service from Staffordboro to the Pentagon	Enhanced Bus Service	\$704,773	✓
OmniRide	Renewal of Expanded Bus Service from Dale City to Ballston	Enhanced Bus Service	\$291,831	✓
OmniRide	Renewal of Expanded Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	Enhanced Bus Service	\$434,776	✓
OmniRide	Renewal of Expanded Bus Service on Route 1 Local: Quantico to Woodbridge VRE	Enhanced Bus Service	\$541,169	✓
OmniRide	TDM Strategy – I-395/95 Corridor Vanpool Incentives	TDM	\$604,800	✓
Prince William County	Horner Road Park and Ride Lot Expansion	Park-and-Ride	\$2,800,000	✓
Spotsylvania County	New Park and Ride Lot in Massaponax	Park-and-Ride	\$1,100,000	✓
Arlington County	TDM Strategy -- Renewal of Pentagon Commuter Store Operations Support	TDM	\$216,625	✗
Arlington County	TDM Strategy -- Vanpool Formation Support and Promotion	TDM	\$1,556,375	✗
Northern Virginia Regional Commission	TDM Strategy -- Resources for I-395/95 Corridor Military Facility Commuters	TDM	\$781,509	✗
Fredericksburg Regional Transit	New Park and Ride Lot at FRED Central Station	Park-and-Ride	\$1,760,000	✗

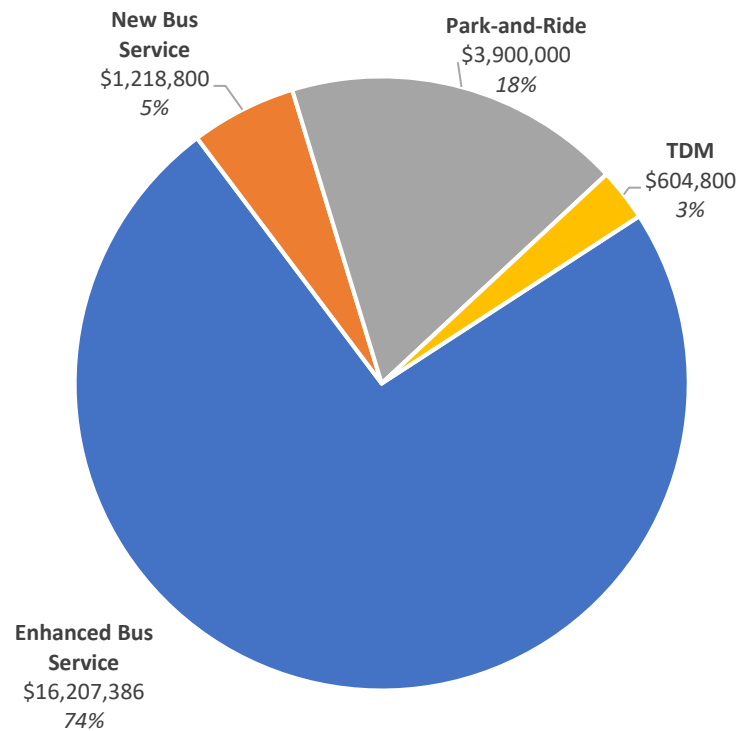
The 13 eligible projects that will be considered for Commuter Choice on the I-395/95 Corridor Round Two funding include:

- nine enhanced bus services, including renewals of service improvements funded in prior rounds;
- two park-and-ride projects;
- one TDM strategy; and
- one new bus service.

These 13 proposed projects have a total Commuter Choice on the I-395/95 Corridor funding request of \$21.9 million.

Approximately 80% of the funding request is for proposed projects categorized as new and enhanced bus services, most of which include capital and other non-operating expenses. NVTC staff will ascertain the extent of transit operations that can be accommodated within the I-395/95 Corridor program MOA's stipulation that no more than 50% of available program funds over a five-year average may be allocated to transit operations. To maximize the support that Commuter Choice may provide for transit services, NVTC defines transit operations narrowly to include the costs of fuel, oil, drivers' salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses, as per Federal Transit Administration definitions.

TOTAL FUNDING REQUEST BY PROJECT TYPE
13 ELIGIBLE PROJECTS (NOT YET SCORED)



Eligibility Screening Process

According to the terms of the [Memorandum of Agreement \(MOA\) Regarding the Annual Transit Investment from the 395 HOT Lanes](#), NVTC staff reviewed the applications for eligibility in collaboration with the Department of Rail and Public Transportation (DRPT). To be eligible, a proposed project must benefit the corridor's toll payers by moving more people and expanding transportation options, among other requirements. Fourteen projects were determined to be eligible, while four were found to be ineligible. Two very similar proposals from the same applicant were consolidated into a single proposal, making 13 eligible projects that will be advanced into technical evaluation. Of the ineligible applications:

- Three were transportation demand management (TDM) proposals that did not align with the definition of allowable TDM projects that the Commissions approved under

[Resolution #20-11-08](#) in November. The definition requires standalone TDM campaigns to be targeted exclusively to corridor commuters (toll payers) and have directly measurable usage or ridership outcomes.

- One proposal would not definitively result in a facility that would deliver benefits to I-395/95 toll payers.

Staff from DRPT, the primary Commonwealth partner in Commuter Choice on the I-395/95 Corridor, verified the eligibility determinations.

Next Steps in the Review Process

NVTC staff intend to advance a Program of Projects for approval by the Commissions (NVTC and PRTC) and the Commonwealth Transportation Board (CTB) in June. Upcoming milestones are shown in Table 2.

**Table 2: Remaining Commuter Choice on the I-395/95 Corridor
Round Two (FY 2022-FY 2023) Program Development Steps**

MONTH	ACTIVITY
March 2021	<ul style="list-style-type: none"> • NVTC staff score all eligible applications using the technical evaluation process approved by the Commissions in November.
April 2021	<ul style="list-style-type: none"> • April 16: NVTC staff open a one-month, fully online public comment period, to include a Virtual Town Hall meeting for the public to learn more about proposed projects. (ends May 17) • April 22, 1:00 p.m.: NVTC-PRTC Joint Commission Working Group (JCWG) meets to review the technical evaluation results and identify a programming approach, pending public input on the projects under consideration for funding.
May 2021	<ul style="list-style-type: none"> • May 6: NVTC staff present the technical evaluation results and JCWG-endorsed programming approach to the Commissions. • May 17: Public comment period concludes at 5:00 p.m. and comments are shared with the JCWG and both Commissions. • Mid-May: NVTC staff brief the CTB on the proposed projects under consideration for funding and their scores.
June 2021	<ul style="list-style-type: none"> • June 3: Commissions adopt the Program of Projects and refer it to the CTB. • Mid-June: CTB approves the final Program of Projects into the FY 2022-FY 2027 Six-Year Improvement Program. • NVTC staff distribute Standard Project Agreements for selected projects.

Public Comment Time

Public comments will not be received during the meeting; however, those wanting to comment should send their name and written comments, limited to one (1) page, to CRodrigo@OmniRide.com by March 3, 2021, at 5:00 p.m.

PRTC Executive Director's Time

- 9.1 Follow-Up from Prior Meeting(s)
- 9.2 Executive Director's Report (verbal)
 - Legislative Update
 - Keolis Operational Update: Barbara Murdock, General Manager
- 9.3 *Post-COVID – Transit Agencies Must Look Beyond Ridership*
By: Perrin Palistrant, PRTC's Director of Planning and Operations Planning

Post-COVID – Transit Agencies Must Look Beyond Ridership

By Perrin Palistrant, Director of Operations and Operations Planning

Of all the information that U.S. public transit agencies track, none is more important to them than ridership—the number of people boarding its buses, trains, and subway cars. Monitoring of ridership is akin to a CEO watching a company's stock price. In addition, ridership partly determines the amount of Federal funding allocated to each system.

However, the pandemic has shown that ridership is an imperfect measure of transit's importance. With offices closed and transit agencies advising passengers to avoid all but essential trips, ridership declined by as much as 90 percent in cities such as Washington, DC and San Francisco, CA. Ridership is unlikely to bounce back quickly to pre-COVID levels, as work-from-home habits forged during the pandemic stand to leave lasting marks on commuting patterns in major cities. Few people argue that the societal value has fallen as steeply as ridership. The pandemic has reminded us that cities cease to function if public transportation is unavailable.

The pandemic is an extreme example of an external force that pushes transit ridership up or down for reasons no agency can control. Others include economic factors, socioeconomic changes, land use patterns and the price of other transportation modes. For instance, an agency can add bus frequency but still see ridership fall because inexpensive gas nudge drivers towards driving. Or an agency could do nothing differently at all, and then watch ridership grow during a prolonged period of unusually bad weather.

Can another metric provide a clearer picture of success? Potentially access, which is quantifying a transit system's ability to help people reach the places they want to go. The basic method of calculating access can be done by looking at any neighborhood and then determine the time it would take for a person living there to use transit to reach jobs dispersed throughout the region. With commute data most readily available, it is easy to aggregate the time it takes to travel on transit vs. any other mode. Access is a necessary, but not sufficient condition for strong ridership. A drop in access will eventually lead to a drop in ridership due to the unavailability of an alternate means to commute. There is data that supports an improvement to access leads to an increase in ridership. An example is in Santa Clara, CA where a system re-design that improved access led to an immediate four (4) percent increase in ridership.

This concept of access can help transit agency leaders plan how to ramp back up when the pandemic ends. To avoid simply defaulting back to what an agency did pre-pandemic, some agencies, such as the Regional Transportation Commission of Southern Nevada in Las Vegas are adding this metric for access in maximizing the most amount of jobs in the most reasonable amount of time, particularly for low income and minority residents. In San Francisco, it has announced a similar plan, called the Equity Toolkit.

Ridership is still going to be the main barometer of an agencies success, but monitoring access will reveal how land use influences transit utilization. While transit agencies may not have a say in land use decisions, prioritizing the fundamentals of good service can trigger a virtuous cycle that helps create transit-friendly places. With transit ridership likely to recover slowly after the pandemic recedes, emphasizing the importance of access will lead to more robust conversations as to the importance and need of transit.

So what? How will OmniRide Balance Ridership vs Access?

OmniRide ridership has slowly increased from bottoming out during the early stages of the pandemic in spring 2020. Both commuter and local bus ridership have increased, albeit at different rates. While commuter ridership is hovering around 20-25 percent of pre-pandemic ridership, local bus ridership has increased to 50-60 percent of pre-pandemic ridership levels. The reason is mainly due to the type of jobs and activity centers these passengers commute to.

With teleworking still in full swing for most office workers, the segment of ridership that use the commuter services the most, ridership on this service remains low. On the other hand, the local services are an absolute necessity for those trying to get to jobs deemed essential (grocery stores, medical services, other service industry jobs) or for passengers to access those places to use those services, to shop for food, receive medical treatment, access pharmacies for medication, etc. Commuting habits have also changed out of necessity, which has also had an impact on ridership.

Currently, the “traditional” peak times have changed substantially. Transit agencies across the region note a shift in when more people are traveling. With the loss of the typical AM/PM commute rush to and from jobs in the Washington, DC area, the middle of the day is seeing a spike in traffic and ridership due to how people need to access certain jobs, or tend to their daily needs. What used to show defined spikes during certain times of the day is now essentially a more muted spike, or closer to a bell curve in when people are actually traveling to certain locations.

We, as transit planners, must keep this in mind as we monitor how commuting habits change as vaccinations are provided and employers determine when employees will report back to in-office working. For now, it is important to look at what shifts may be needed, even if temporary, to pull back on traditional commuter service to ensure that there is still the availability to commute for those that need to, but also be mindful of lower ridership and minimizing those resources until it becomes apparent they will be needed again. However, for local services, frequency of operation is lower to begin with, so taking away availability further hinders the ability for those passengers to access their jobs, healthcare, and other necessary destinations in order to function during the pandemic. In some cases where only one bus operates on a route for the entire day, that could mean no service at all. This availability of access to the community is vital for riding out the pandemic until we can get to a point where more normalcy in daily lives can take hold. As such, schedules are proposed to be adjusted slightly in spring 2021 to address the changing behaviors of local riders in the eastern part of the County by focusing on the middle of the day and providing more availability of service to reduce potential overcrowding and make the service more attractive.

Monitoring ridership patterns is critical for us to understand the new behaviors of passengers. The western restructure that took place just before the pandemic was intended to do just that: make transit more usable and adapt to the changing needs of our passengers. Unfortunately the pandemic halted any meaningful evaluation to understand what works and what doesn't.

Now that ridership is showing signs of increasing on the local service, it will be easier to develop a method to evaluate what changes may still be needed since this is still a pilot program. With certain

Government services not being available in person and with schools and colleges not open full-time, it is creating a somewhat different view of how transit is being utilized, at least for now. However, if this is the future of local ridership and we notice that where people need to go or how they use the service is changing for the longer term, it is easy for staff to evaluate what makes sense, talk to the community, work with local elected officials, and make sure that the best possible service is operating as long as it meets the access needs of the community. This rationale also helps us as we look at restructuring the local services on the eastern side of the County. Staff is continuing to look at various transit access models, whether it is with a transitional transit vehicle, or something similar to the Quantico shuttle that is currently in operation. The main focus is to keep as much transit as possible on the major corridors and finding the most efficient way to operate service to those areas that have lower density, but still have a need for access to transit, jobs, and services, etc.

We will continue to be adaptable and flexible, finding ways to be as efficient as possible, whether we return back to pre-pandemic type traveling or if we are operating in a completely different reality for years to come.

PRTC Action Items

~~10.1 — Authorization to Submit an Application for Coronavirus Response and Relief
Supplemental Appropriations Act of 2021 Funding for Wheels To Wellness~~

REMOVED

ITEM 10.1
March 4, 2021
PRTC Regular Meeting
Res. No. 21-03-____

MOTION:

SECOND:

RE: AUTHORIZATION TO SUBMIT AN APPLICATION FOR CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 FUNDING FOR WHEELS-TO-WELLNESS

ACTION:

WHEREAS, the Metropolitan Washington Council of Governments (“COG”), as the administrative agency for the National Capital Region Transportation Planning Board (“TPB”), is the designated recipient for the Washington, DC-VA-MD Urbanized Area for the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funding recently appropriated to Federal Transit Administration’s (“FTA”) Section 5310 program for this region;

WHEREAS, the purpose of the CRRSAA funding is to support expenses eligible under the 5310 Enhanced Mobility Program, although the Act directs recipients to prioritize payroll and operational needs;

WHEREAS, the purpose of Enhanced Mobility funding is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available, and toward this goal, FTA provides financial assistance for transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities;

WHEREAS, COG is soliciting grant applications from current and former sub-recipients of 5310 Enhanced Mobility funding for the CRRSAA Section 5310 funding;

WHEREAS, COG will make an electronic application to the FTA with successful applicants of the TPB’s solicitation for CRRSAA grants;

WHEREAS, PRTC was a former sub-recipient to COG of Section 5310 funds for the Wheels-to-Wellness program and intends to submit an application;

WHEREAS, the Potomac and Rappahannock Transportation Commission (dba. OMNIRIDE) hereby assures and certifies that it will comply with the Federal and State or D.C. statutes, regulations, executive orders, and all administrative requirements related to the applications set by the FTA, TPB, COG, or other applicable entity and grants received by applicant from the FTA, as well as the provisions of Section 1001 of Title 18, U.S.C..

NOW, THEREFORE, BE IT RESOLVED that the Executive Director of the Potomac and Rappahannock Transportation Commission is hereby authorized on behalf of the Potomac and Rappahannock Transportation Commission (dba. OMNIRIDE) to submit a grant for Federal funding, make the

REMOVED

necessary assurances and certifications, and is empowered to enter into an agreement, in a form approved by legal counsel, with COG and execute all paper work to implement a FTA grant.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



REMOVED

February 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Betsy Massie *Betsy Massie*
Director, Grants and Project Management

THROUGH: Robert A. Schneider, PhD *RAS*
Executive Director

SUBJECT: Authorization to Submit a Grant for Coronavirus Response and Relief
Supplemental Appropriations Act of 2021 to the Metropolitan Washington
Council of Governments

Recommendation:

Authorize the Executive Director to submit a federal grant application using Coronavirus Response and Relief Supplemental Appropriations Act funding to the Metropolitan Washington Council of Governments for support to the Wheels-to-Wellness program.

Background:

Included in the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) was an appropriation to the Federal Transit Administration's (FTA) Section 5310 Enhanced Mobility Program. The Metropolitan Washington Council of Governments (COG) is the designated recipient in the Washington, DC-VA-MD Urbanized area for the FTA's Section 5310 CRRSAA funding.

COG is soliciting grant applications from current and former sub-recipients of their Section 5310 Enhanced Mobility Program to submit applications for the CRRSAA Enhanced Mobility funding to benefit current or former Enhanced Mobility Projects.

In the past OMNIRIDE has been the beneficiary of Section 5310 Enhanced Mobility funds from COG for the Wheels-to-Wellness program. OMNIRIDE proposes to submit a grant application for \$150,000 to support the Wheels-to-Wellness program, the focus being providing transportation for the elderly and disabled to receive their COVID vaccines. Grant applications are due March 24, 2021 and there is no match required.

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This authorizing resolution is a requirement of the application.

Fiscal Impact:

No financial implications as no match is required.

ITEM 11

March 4, 2021

PRTC Regular Meeting

PRTC Chair's Time

ITEM 12

Other Business/Commissioners' Time

ITEM 13

Adjournment


Information Items


- **January 2021 System Performance Report**
- **Purchasing and Delegated Authority Report**
- **January 2021 Safety Dashboard**
- **2021 Commission Meeting Calendar**



February 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: January 2021 System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- January average daily ridership decreased seven (7) percent from December, but was down 82 percent compared to January 2020
- Month-to-month ridership decline was partially impacted by typical winter month declines. In addition to significant service disruptions during the month related to weather, ridership was also impacted by demonstrations in downtown Washington and the Presidential Inauguration.
- Staff will review February data for more typical trends in ridership to gauge any appreciable increases that may have occurred from operating under more normal circumstances

OMNIRIDE Local Bus Service

- January average daily ridership decreased 11 percent from December, but down 54 percent compared to January 2020
- Ridership was impacted by weather, inconsistent ridership patterns, and the lack of a back-to-school bump typically realized after the winter holidays
- Staff will monitor February data for more stable operations of service

Vanpool Alliance Program

- Enrollment in January decreased by 14 vans due to inactivity compared to December
- Ridership in January decreased eight (8) percent compared to December, and down 76 percent compared to December 2020

OmniMatch Program

Staff participated in: (all meetings were virtual)

Chamber Meetings

01/05/2021 - Prince William County Chamber of Commerce Education & Workforce Committee Meeting- ***OmniRide Employer Outreach Program is the annual meeting sponsor***

01/05/2021 – Prince William County Chamber of Commerce Hispanic Council Meeting

01/07/2021 – Prince William County Chamber of Commerce – Technology & Security Council Meeting

01/13/2021 – Prince William County Chamber of Commerce - Future of the Region Virtual Event

01/19/2021 – Prince William County Chamber of Commerce - Economic Development Committee Meeting - ***OmniRide Employer Outreach Program is the annual meeting sponsor***

01/25/2021 – Prince William County Chamber of Commerce Policy Maker Event Series with Supervisor Angry - ***OmniRide Employer Outreach Program is the annual event series sponsor***

Commuter Connections

01/13/2021 - Bike to Work Day Steering Committee Meeting

01/19/021 - Commuter Connections Employer Outreach Committee Meeting

01/19/2021 - Commuter Connections Sub Committee Meeting

Regional Coordination

01/13/2021 – OmniRide/Department of Homeland Security Partnership Session

01/14/2021 - VDOT Northern Virginia Park and Ride Stakeholder Meeting

01/21/2021 – Technical Advisory Committee Meeting - Springfield/Quantico Enhanced Public Transit Feasibility Study

01/21/2021 - PRTC and DRPT Monthly TDM Grant Review

Other

01/13/2021 – Hispanic Council Follow-up meeting - OmniRide and ECU Communications

Customer Service Statistics

- The call center received 4,103 calls in January 2021 and 4,673 in December 2020
- Responded to 15 general information emails in January 2021 and 16 in December 2020
- OMNIRIDE local trip denials in January 2021 were .51 percent and .81 percent in December 2020

Passenger Complaints

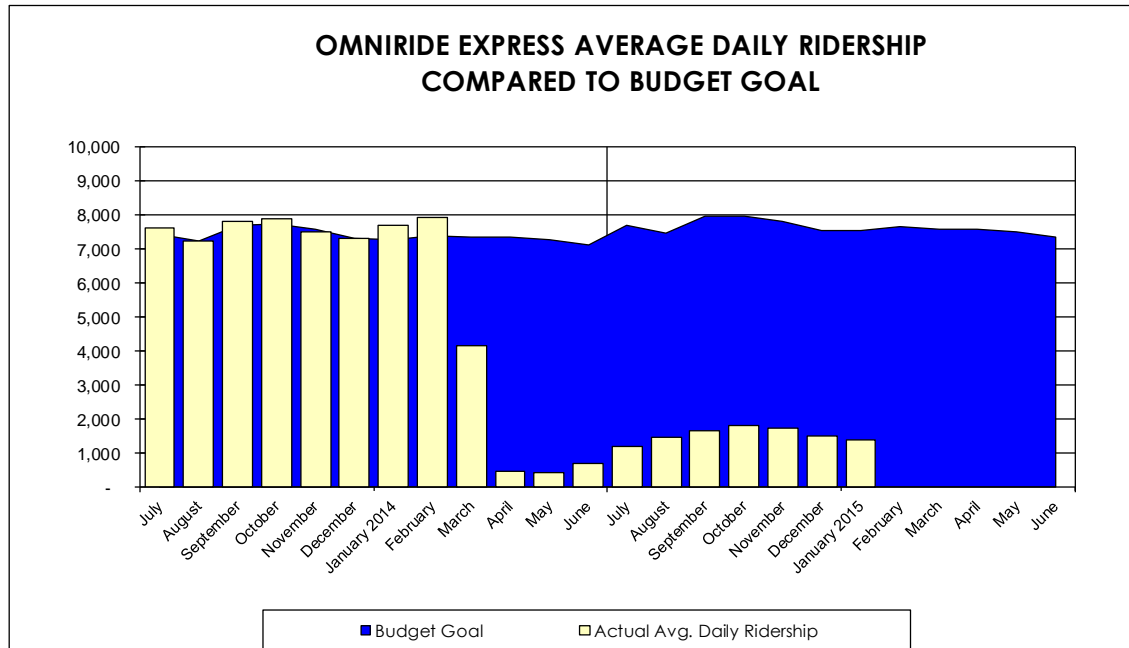
Complaint rate for OmniRide in January:

- OMNIRIDE Express and Metro Express complaint rate for January 2021 decreased 12 percent compared to December 2020
- OMNIRIDE Local service complaint rate for January 2021 decreased 57 percent compared to December 2020

Note: OmniRide was closed on January 1, 2021 in observance of New Year's Day; No Express buses operated on Martin Luther King Jr. Day January 18, 2021

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	163,138	26,566	7,627	1,194	-84.3%	7,693	(6,499)
August	140,151	30,228	7,256	1,464	-79.8%	7,485	(6,021)
September	148,295	34,795	7,808	1,670	-78.6%	7,972	(6,302)
October	176,101	38,900	7,886	1,824	-76.9%	7,989	(6,165)
November	136,522	28,579	7,501	1,761	-76.5%	7,835	(6,074)
December	128,940	28,019	7,315	1,518	-79.2%	7,542	(6,024)
January	156,174	20,901	7,719	1,412	-81.7%	7,536	(6,124)
February							
March							
April							
May							
June							
Year to Date	1,049,321	207,988	7,587	1,549	-79.6%	7,722	(6,173)



At year's end figures are revised, if needed, to account for any lingering data latency.

7/12-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)

8/12-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)

9/12-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)

10/12-Avg. Daily Ridership excludes (14) (Columbus Day)

11/12-Avg. Daily Ridership excludes (11) (Veterans Day), 27-29 (Thanksgiving)

12/12-Avg. Daily Ridership excludes (16) (PWC schools closed due to snow/ice), 23-31 (Winter break)

1/20-Avg. Daily Ridership excludes 2-3 (Winter break), 7 (OPM early release), 20 (MLK Day)

2/20-Avg. Daily Ridership excludes 17 (President's Day)

7/20-Avg. Daily Ridership excludes 7/3 (Independence Day Holiday-Observed), 7/4 (Independence Day-No Service)

8/20-Avg. Daily Ridership excludes 8/28 (ESP operated due to march in Washington DC)

9/20-Avg. Daily Ridership excludes 9/10-9/11 (Work Stoppage)

10/20-Avg. Daily Ridership excludes 10/12 (Columbus Day)

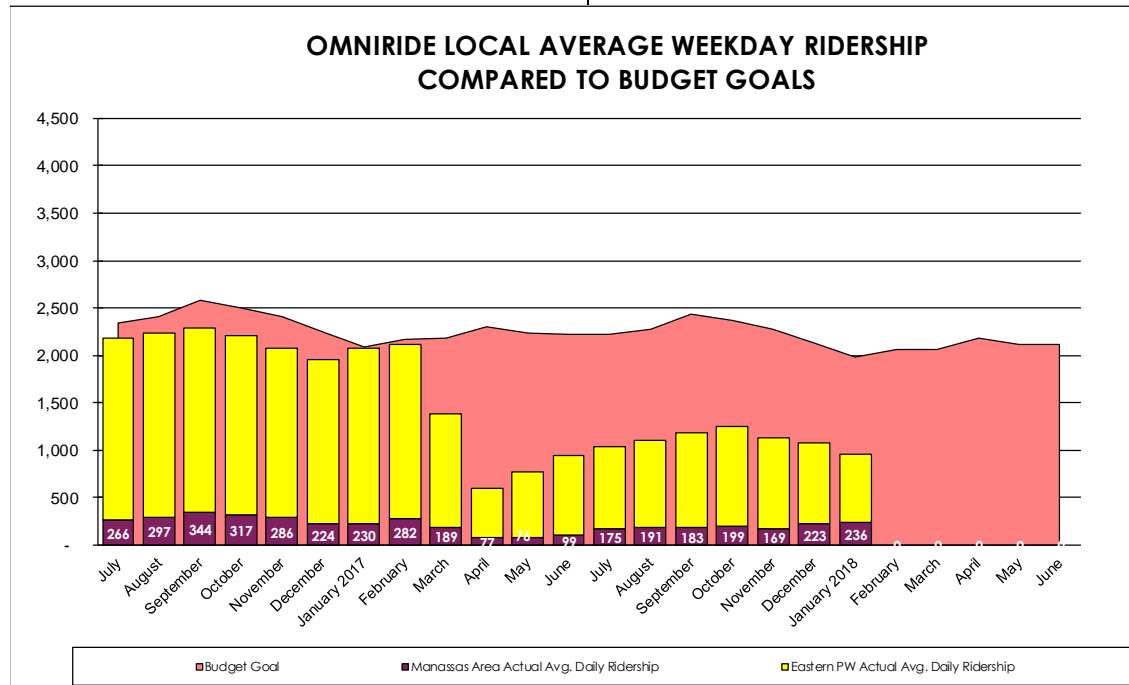
11/20-Avg. Daily Ridership excludes 3-6 (Election Day Demonstrations in DC), 11 (Veterans Day), 27-28 (Thanksgiving Holiday)

12/20-Avg. Daily Ridership excludes 14 (operator shortage), 16-17 (snow/ice), 23-25 and 28-31 (Christmas/New Years)

1/21-Avg. Daily Ridership excludes 5-7 (ESP due to demonstrations), 14-15 (weather), 18 (MLK Holiday), 19-21 (Inauguration Road Closures-ESP)

OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	47,848	23,814	2,182	1,042	-52.2%	2,216	(1,174)
August	45,499	23,156	2,238	1,100	-50.8%	2,279	(1,179)
September	44,528	25,531	2,285	1,181	-48.3%	2,441	(1,260)
October	50,270	27,140	2,205	1,250	-43.3%	2,365	(1,115)
November	39,798	22,121	2,074	1,134	-45.3%	2,280	(1,146)
December	38,853	22,146	1,957	1,076	-45.0%	2,133	(1,057)
January	43,893	18,982	2,073	956	-53.9%	1,984	(1,028)
February							
March							
April							
May							
June							
Year to Date	310,689	162,890	2,145	1,106	-48.5%	2,243	(1,137)



At year's end figures are revised, if needed, to account for any lingering data latency.

7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day

8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)

9/19- Avg. Daily Ridership excludes 9/20 (car free day)

10/19- Avg. Daily Ridership excludes (14) Columbus Day

11/19- Avg. Daily Ridership excludes (11) Veterans Day, 27-29 Thanksgiving

12/19- Avg. Daily Ridership excludes (16) PWC schools closed due to snow/ice; 23-31 (Winter break)

1/20- Avg. Daily Ridership excludes 2-3 (winter break), 20 (MLK Day)

2/20- Avg. Daily Ridership excludes 17 (President's Day)

7/20-Avg. Daily Ridership excludes 7/3 (Independence Day Holiday Observed), 7/4 (Independence Day-No Service)

9/20-Avg. Daily Ridership excludes 9/10-9/11 (Work Stoppage)

10/20-Avg. Daily Ridership excludes 10/12 (Columbus Day)

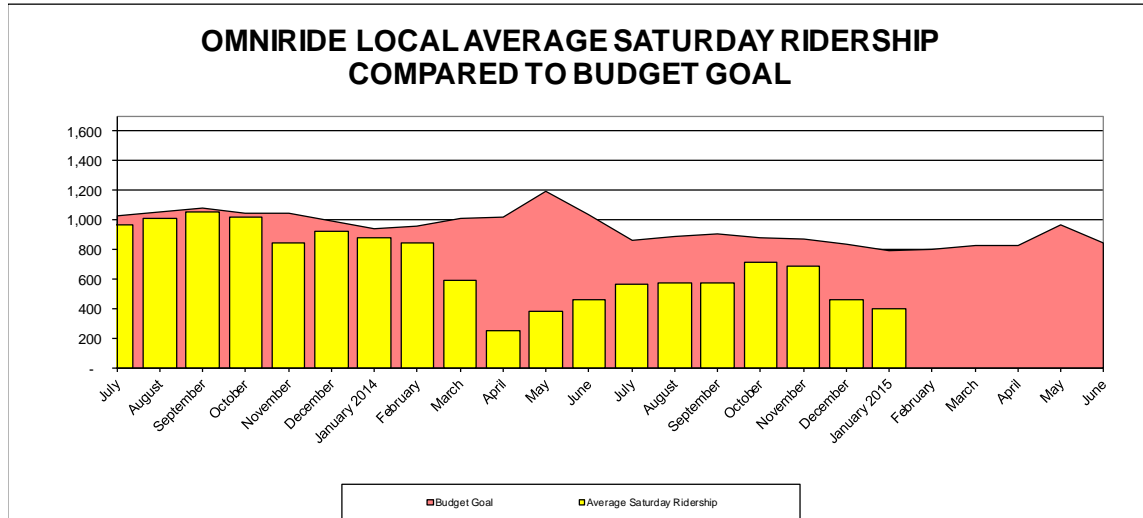
11/20-Avg. Daily Ridership Excludes 11 (Veterans Day), 27-28 (Thanksgiving Holiday)

12/20-Avg. Daily Ridership Excludes 14 (operator shortage), 16-17 (snow/ice), 23-25 (Christmas Holiday)

1/21-Avg. Daily Ridership Excludes 14-15 (weather), 18 (MLK Holiday), 19-20 (Inauguration Day activities)

OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	3,864	1,706	966	569	-41.1%	1,025	(456)
August	5,032	2,856	1,006	571	-43.2%	1,055	(484)
September	4,219	2,308	1,055	577	-45.3%	1,078	(501)
October	4,063	3,570	1,016	714	-29.7%	1,045	(331)
November	4,224	2,751	845	688	-18.6%	1,041	(353)
December	3,673	1,836	918	459	-50.0%	996	(537)
January	3,228	2,001	875	400	-54.3%	944	(544)
February							
March							
April							
May							
June							
Year to Date	28,303	17,028	954	568	-40.5%	1,026	(458)



At year's end figures are revised, if needed, to account for any lingering data latency.

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

1/20- Excludes snow/weather (18)

OMNIMATCH / VANPOOL ALLIANCE

	OmniMatch				Vanpool Alliance			
	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	52	3	10	2	674	648	139,650	34,246
August	41	4	6	0	674	640	132,224	32,492
September	56	5	13	0	674	566	131,999	38,177
October	52	6	2	0	674	565	143,962	37,607
November	41	3	3	0	674	539	121,098	35,233
December	25	3	6	0	674	429	118,579	34,407
January	27	6	5	0	674	415	137,015	31,644
February								
March								
April								
May								
June								
Average	42	4	6	0	674	543	132,075	34,829

1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.

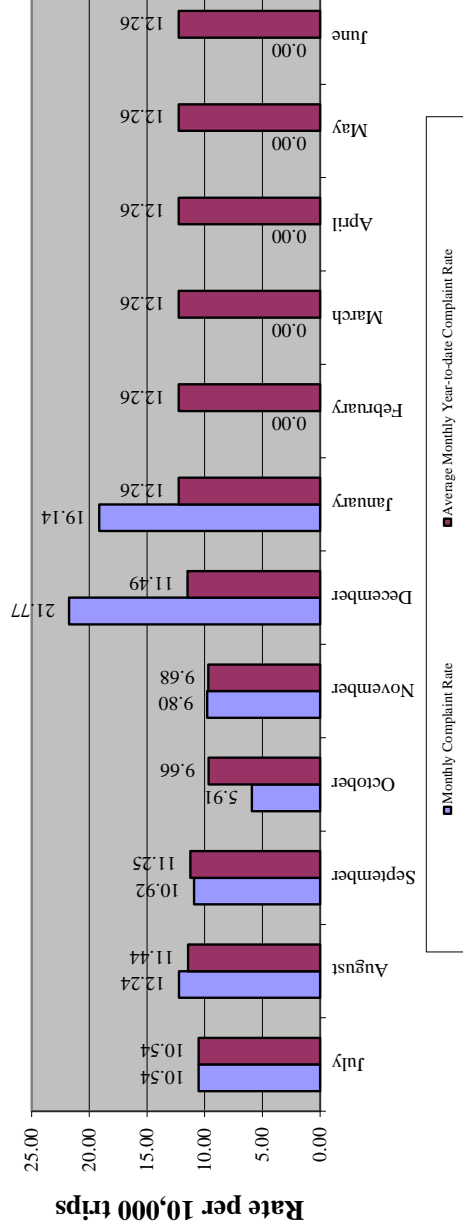
2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.

3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2020 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	163,138	156	9.56
August	140,151	90	6.42
September	148,295	108	7.28
October	176,101	131	7.44
November	136,522	124	9.08
December	128,940	187	14.50
January	156,174	180	11.53
February			
March			
April			
May			
June			
Year-to-date totals	1,049,321	976	9.30

FY 2021 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	26,566	28	10.54
August	30,228	39	12.90
September	34,795	38	10.92
October	38,900	23	5.91
November	28,579	28	9.80
December	28,019	61	21.77
January	20,901	40	19.14
February			
March			
April			
May			
June			
Year-to-date totals	207,988	257	12.36

**FY 2021 OmniRide Express Complaint Rate per 10,000 Trips
Compared to Monthly Average**

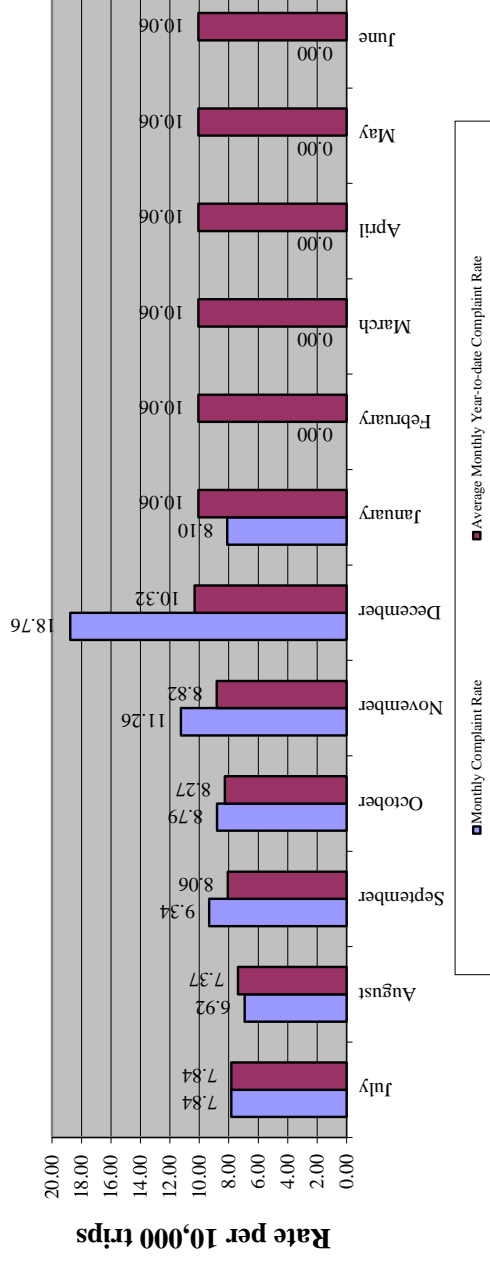


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

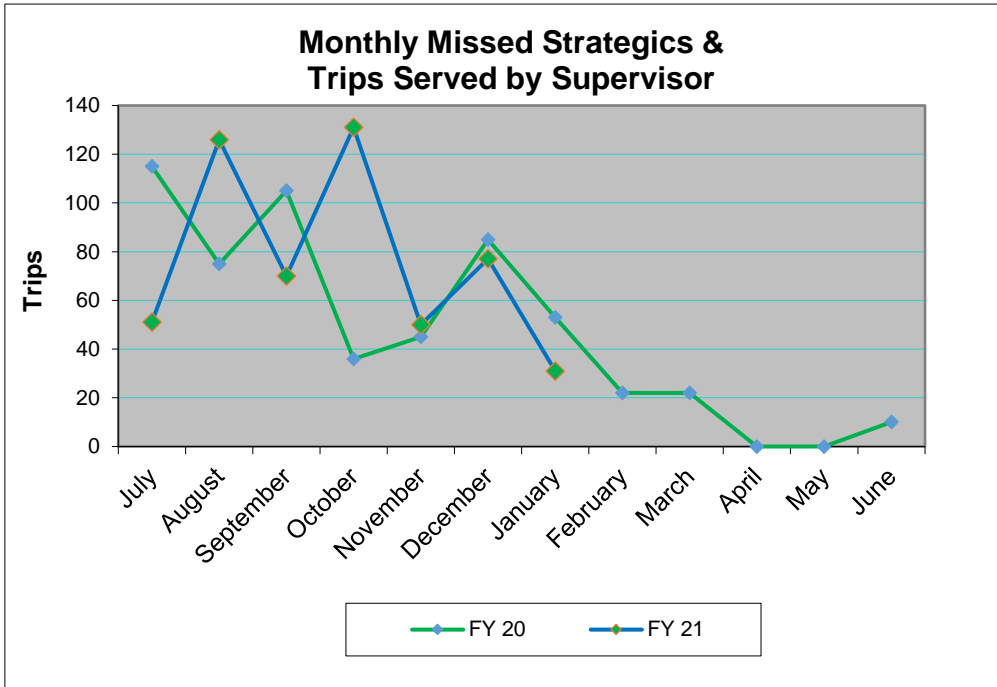
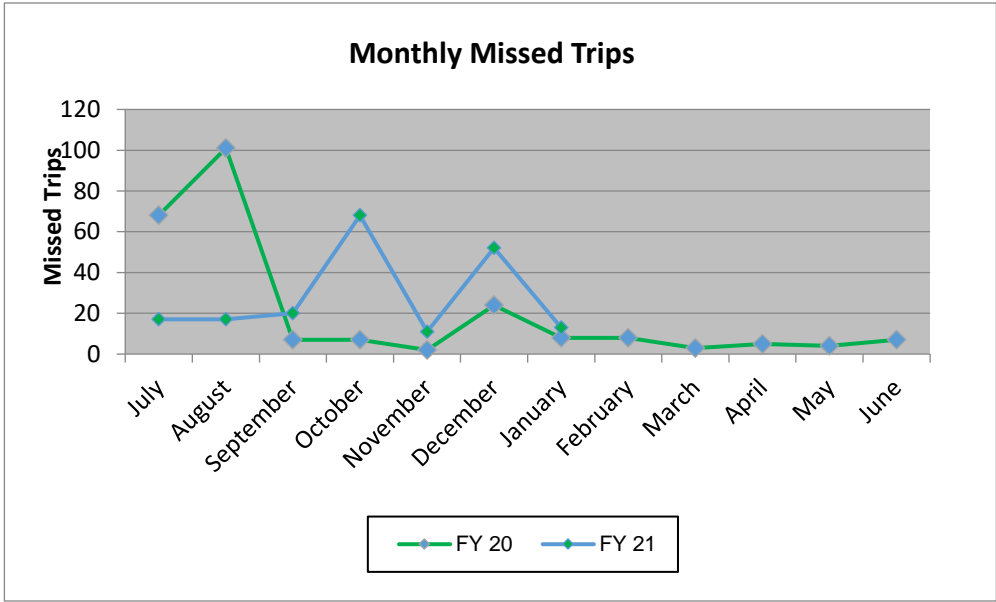
FY 2020 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,712	13	2.51
August	50,531	24	4.75
September	48,747	17	3.49
October	54,333	18	3.31
November	44,022	16	3.63
December	42,526	16	3.76
January	47,121	20	4.24
February			
March			
April			
May			
June			
Year-to-date totals	338,992	124	3.66

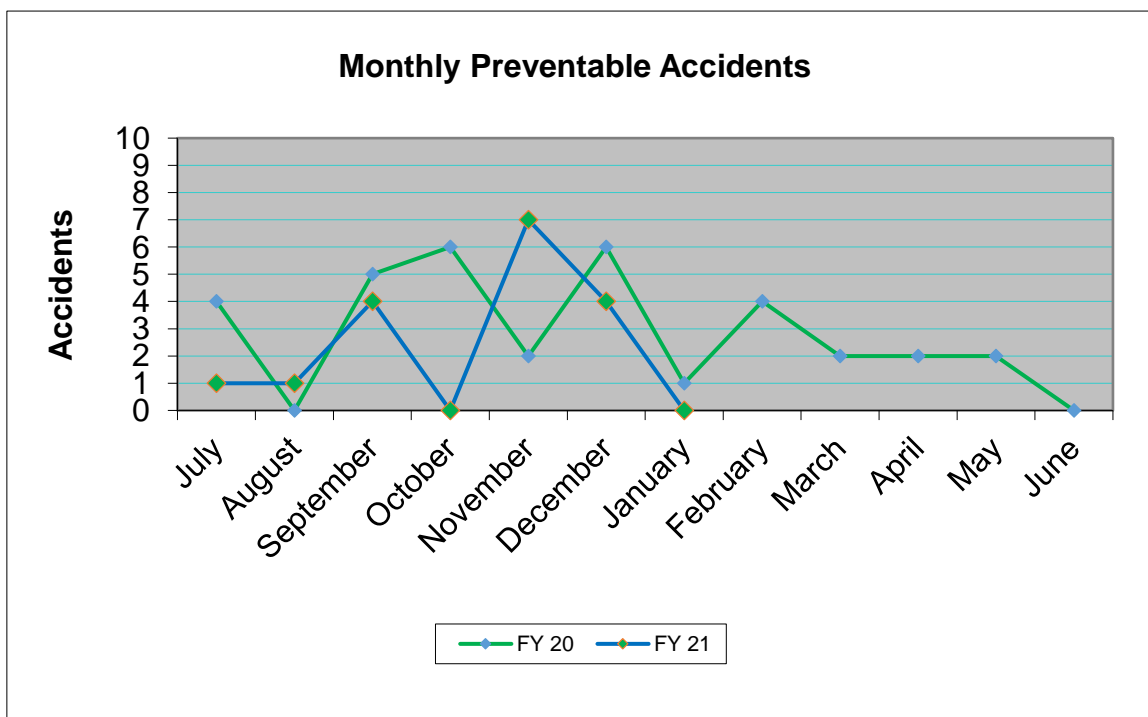
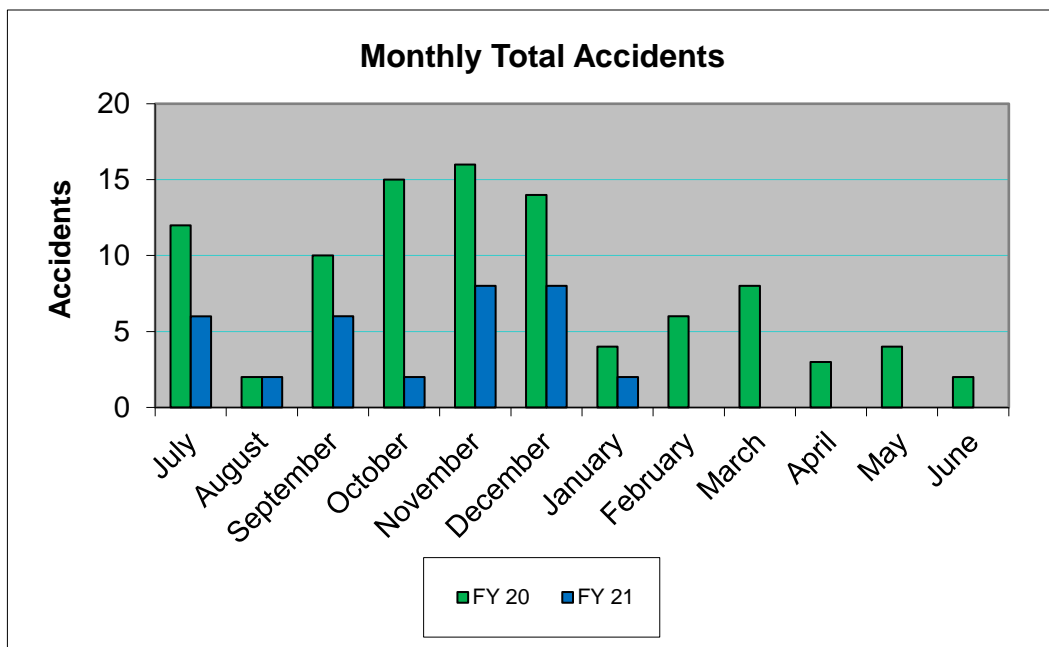
FY 2021 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	25,520	20	7.84
August	26,012	18	6.92
September	27,839	26	9.34
October	30,710	27	8.79
November	24,872	28	11.26
December	23,982	45	18.76
January	20,983	17	8.10
February			
March			
April			
May			
June			
Year-to-date totals	179,918	181	10.06

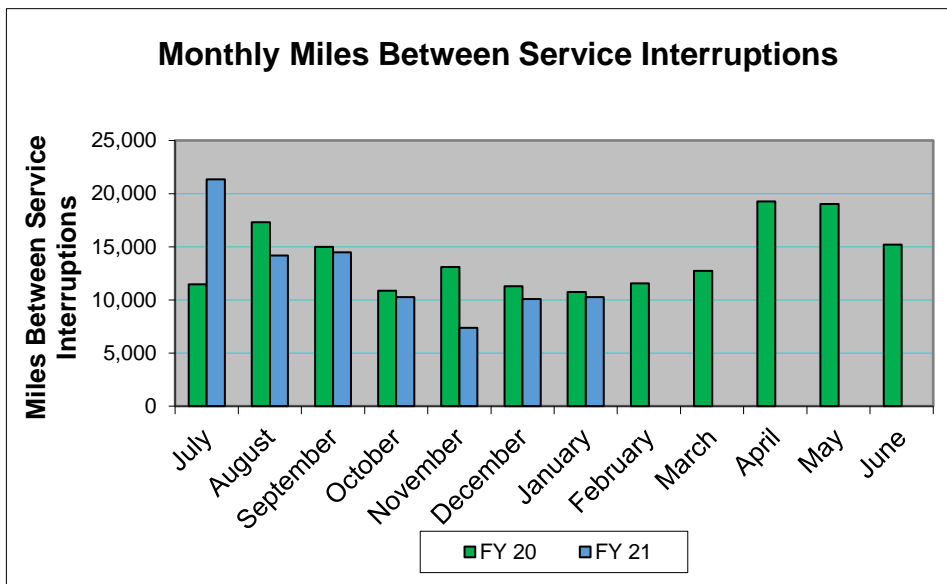
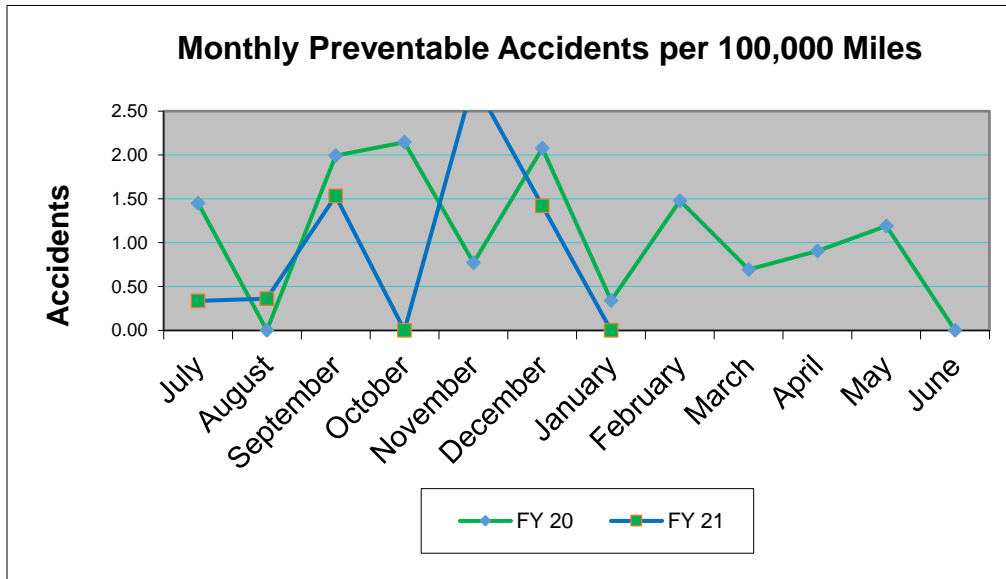
FY 2021 OmniRide Local complaint rate per 10,000 Trips compared to monthly average



Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.










February 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Purchasing and Delegated Authority Report

Revised Purchasing Authority Activity:

On June 4, 2015, the Commission approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Commission as an information item.

- In January 2021 no purchase orders were issued within the Executive Director's new spending authority.

Delegated Authority Activity:

On February 11, 2021 the Commission delegated certain administrative powers and duties to the Executive Director. It was resolved that any activity resulting from this authority would be reported to the Commission as an information item.

- At the April 2021 Commission meeting any activity resulting from this authority that occurred in February 2021 will be reported on.



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BOB SCHNEIDER, EXECUTIVE DIRECTOR

bschneider@omniride.com

BYREN LLOYD, SAFETY & SECURITY MANAGER

blloyd@omniride.com



FY21



JANUARY 2021 |
SAFETY DASHBOARD |



OMNIRIDE | JANUARY 2021



MONTHLY SAFETY DASHBOARD

ACCIDENT/INCIDENT RATE FREQUENCY

*Per 100K miles



ACCIDENTS/INCIDENTS BY DAY & SERVICE TYPE

Accidents:

- Personal Injury
- Property Damage

Incidents:

- Suspicious Package
- Disruptive Behavior
- Public Safety Occurrence

Local: 0%

Express: 100%



MONDAY: 2

TUESDAY: 0

WEDNESDAY: 0

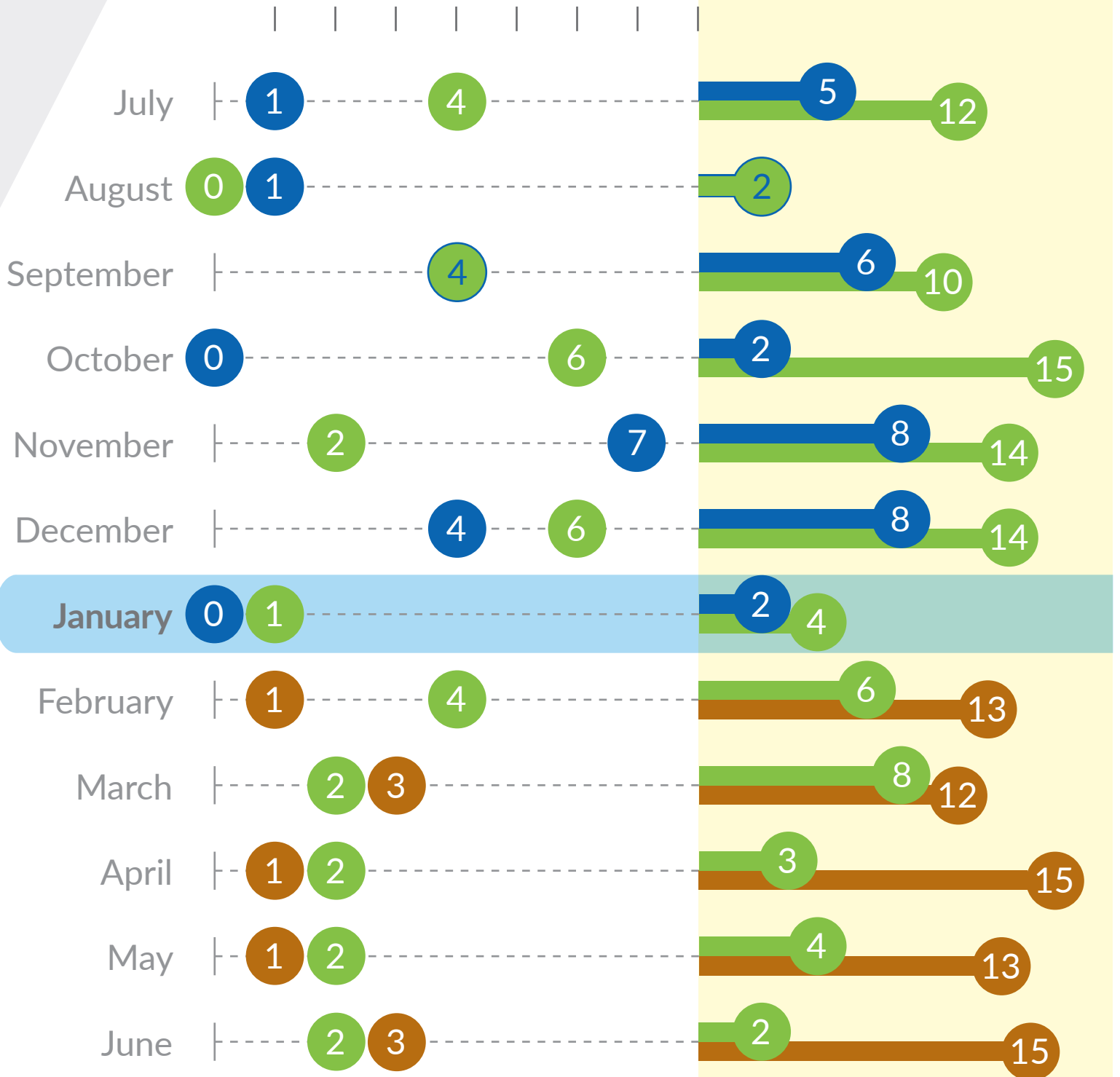
THURSDAY: 0

FRIDAY: 0

SATURDAY: 0

PREVENTABLE ACCIDENTS/INCIDENTS

ALL ACCIDENTS/ INCIDENTS



Fiscal Year:



2019



2020



2021

Current Period



OMNIRIDE // KEY FOCUS AREAS

ACCIDENTS IN REVENUE SERVICE VS. NON-REVENUE SERVICE



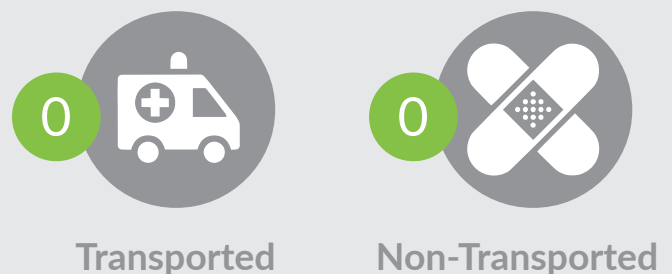
ACCIDENTS IN WASHINGTON D.C. VS. VIRGINIA



TOTAL ACCIDENTS & INCIDENTS WITH VEHICLES



REPORTED INJURIES



90-DAY ACCIDENT/INCIDENT SPOTLIGHT

16
Total*

11.1%**

*Total accidents/incidents between months of November, December, January

**Difference in percentage versus the rolling quarter of October, November, December

COMMISSION MEETING SCHEDULE

2021

PRTC Commission Meetings are held on the first Thursday of the month at 7:00pm in the second floor conference room of the OmniRide Transit Center, unless otherwise noted.

14700 Potomac Mills Road, Woodbridge, VA 22192

POTOMAC & RAPPAHANNOCK
TRANSPORTATION COMMISSION



JANUARY 14

FEBRUARY 11

MARCH 4

APRIL 1

MAY 6

JUNE 3

JULY 8

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 2

OCTOBER 7

NOVEMBER 4

DECEMBER 2

Executive Committee and Operations Committee meet on an "as needed" basis at 6:00pm prior to the regularly scheduled PRTC Board Meeting-advance notice is provided.

All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00am at the OmniRide Transit Center (except for the August recess).

JANUARY

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

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21	22	23	24	25	26	27
28	29	30	31			

APRIL

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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

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20	21	22	23	24	25	26
27	28	29	30			

JULY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	